

**SAVE THE CHILDREN
INTERNATIONAL PROGRAMS
ROLE PROFILE**

JOB TITLE: Finance Officer	
TEAM/PROGRAMME: Finance	LOCATION: Ha Noi
GRADE:	
CHILD SAFEGUARDING:	
Level 3 - the responsibilities of the post may require the post holder to have regular contact with or access to children or young people	
ROLE PURPOSE:	
In collaboration with and under supervision of the Finance Manager (FM)/Director of Finance and Support Service, to ensure that the financial policies and procedures, control and system are followed/ implemented properly in accordance with Save the Children, donor regulations and government laws as. Provide technical and back stopping support to Area Offices in order to enable them to manage their grants effectively. Directly manage small scale grants and support monitoring of partners. Participate in award management process.	
SCOPE OF ROLE:	
Reports to: Finance Manager/Director of Finance and Support Service	
KEY AREAS OF ACCOUNTABILITY:	
<u>Key accountabilities</u>	
The following are the main accountabilities:	
<u>Finance Tasks</u>	
<u>Partner Management</u>	
<ul style="list-style-type: none"> - Review sub-grant agreements, amendment; - Review sub-grant financial reports and fund requests; - Support Finance Manager and Director of Finance and Support Services to update partner guidelines; - Ensure training provided to partners is consistent among Finance Officer and in line with approved partner guidelines; - Conduct finance visit to Partners to ensure the effective partner management in place in strict accordance with donor rules and regulations. - Ensure final financial visit are completed timely in order to have smooth close out of the grants; - Ensure close out of sub-grant done in due time and in strict accordance with SCI procedures. 	
<u>Payment/Cash Flow Management/Month-Year End Procedures</u>	
<ul style="list-style-type: none"> - Check payment vouchers and process payment in due time; - Strictly follow up SCI financial calendar, alerting Area Office of the date for soft and hard close every month, ensuring that all needed expenses in the period are posted to FMS before soft close, leaving the time between soft and hard close only for reviewing, checking and doing necessarily required reallocations and allocations; - At the hard close, help to provide a final review, to clear ex. Rate and to mark before officially close the system. - Consolidate and finalise monthly cash flow forecast which will have to be sent to RO for fund request on monthly basis; 	

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- With the support from Finance Assistant, strictly follow up cash balances of HO and Area Offices.

Capacity Building

- Support Finance Manager and Director of Finance and Support Service in the development/update of staff training/induction package, ensuring those induction package is consistently implemented by Area Offices;
- Support Finance Manager and Director of Finance and Support Service in the development/update of partners training packages, ensuring those packages is consistently implemented by Area Offices;
- Train and /or play a role as a backup for Area Offices' staff in case there is a staff turnover at the Area Office; the support can be remote for a minor staff turnover and it can be direct i.e sending HO staff to AO to base there during a serious staff turnover;
- Provide induction training to new staff at HO;
- Train staff on donor rules and regulations;

Support for the process of external and internal audit

- Help with the preparation of audit ToR and involve in audit selection process in case of external audit;
- Liaise with auditors and related staff to finalise audit schedule;
- Participate in pre and exit meeting with Auditor;
- Facilitate the audit occurring at HO;
- Review responses to auditors prepared by Area Office, and send them to Finance Manager for finalisation; In case a meeting is needed, call for a meeting with Area Office in order to have the most relevant feedback to auditors' finding;
- Implement and follow up the implementation at HO of valid auditors' recommendations;
- When required conduct finance visits to Area Offices on regular basis in order to play the role of supportive support and to ensure the good and sound financial management done by Area Office.

SKILLS AND BEHAVIOURS (our Values in Practice)

Accountability:

- Holds self accountable for making decisions, managing resources efficiently, achieving results together with children and role modelling Save the Children values
- Holds the team and partners accountable to deliver on their responsibilities – giving them the freedom to deliver in the best way they see fit, providing the necessary development to improve performance and applying appropriate consequences when results are not achieved
- Creates a managerial environment in-country to lead, enable and maintain our culture of child safeguarding

Ambition:

- Sets ambitious and challenging goals for self and team, takes responsibility for own personal development and encourages team to do the same
- Widely shares personal vision for Save the Children, engages and motivates others
- Future oriented, thinks strategically and on a global scale

Collaboration:

- Builds and maintains effective relationships, with own team, colleagues, members, donors and partners
- Values diversity, sees it as a source of competitive strength
- Approachable, good listener, easy to talk to

Creativity:

- Develops and encourages new and innovative solutions
- Willing to take disciplined risks

Integrity:

- Honest, encourages openness and transparency
- Always acts in the best interests of children

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QUALIFICATIONS AND EXPERIENCE

Essential

- University degree – Finance and Accounting
- At least of 5 years of relevant working experience for a foreign company, preferably with an INGO
- Good spoken and written English language skills
- Good command of computer software: Microsoft Office and accounting software
- Demonstrated experience in arranging payments and bank transactions
- Demonstrated experience in cash management control, budgeting and monitoring
- Good training skill
- Ability to work independently, as well as in a team
- Good time management skill
- Commitment to and understanding of Save the Children's aims, value

Desirable

- Good command of accounting software, (AGRESSO) is an advantage

Equal Opportunities

- The post holder is required to carry out the duties in accordance with the SCI Equal Opportunities and Diversity policies and procedures.

Health and Safety

The post holder is required to carry out the duties in accordance with SCI Health and Safety policies and procedures.

Additional job responsibilities

The job duties and responsibilities as set out above are not exhaustive and the Post holder may be required to carry out additional duties within reasonableness of their level of skills and experience.

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