

Finance Officer

SUMMARY

The American Red Cross (ARC) is a non-profit, volunteer-led, humanitarian organization seeking to prevent and alleviate human suffering around the world by responding to disasters, building safer, more resilient communities, and educating future humanitarians. In the coming years the American Red Cross will deepen and expand its programming around the world while also working to strengthen the global Red Cross Red Crescent network in order to deliver vital help and hope to some of the world's most vulnerable communities.

In Vietnam, ARC has been providing technical and financial support to the Vietnam Red Cross (VNRC) for over ten years. Current projects are implemented in Hanoi, Son La, Hai Phong, Thai Nguyen, Nam Dinh, Ha Tinh, Quang Nam, Quang Ngai, and Long An. Our portfolio includes HIV/AIDS Prevention, Care and Support, urban and rural Disaster Risk Reduction, Climate Change Adaptation and Emergency Relief.

We are looking for an experienced and enthusiastic person to fill the position of Finance Officer (FO) based in our Hanoi office with occasional travel within Vietnam.

POSITION TITLE: Temporary Finance Officer (FO) (7 months contract)

REPORTS TO: Senior Finance Officer (SFO)

JOB SUMMARY: Responsible for day-to-day financial operations and records of American Red Cross Vietnam country office, including processing and adequately documenting payments in compliance with ARC and donors regulations and Vietnam laws, entry of validated data into Epicor (accounting software), sub-recipient monitoring such as review of partner National Society financial reports and supporting documentation, calculating and documenting relevant taxes, such as VAT, PIT and social contributions and filing tax reports, and support of project events, such as training and workshops.

RESPONSIBILITIES

Financial Operations:

- In coordination with the Senior Finance Officer and Administration Officer, prepare payment vouchers ensuring that all the vendors, suppliers and contractors are paid on time, and that every expenditure is incurred within cost norms, in line with the ARC standing financial policies, with due prior approvals, in compliance with USAID and other donor regulations and relevant local laws of Vietnam, and supported by adequate back-up documentation. Collaborate with banks concerning: remittances, cash withdrawal, papers register...
- Input all the relevant transactions into Epicor (accounting software), ensuring accuracy, proper documentation and timeliness of data entry, using the right account and budget codes.
- Assist in responding to internal and external audits, prepare financial report and other tasks required under supervision of the Senior Finance Officer.

Petty Cash:

- Ensure petty cash account is used in compliance with the standing financial instructions; that there is enough cash on hand and prudent balances at the end of each accounting period. Ensure all petty cash pay-outs are followed up with the staff and all the staff are educated on the proper petty cash procedures and use of forms.

Tax and SHUI Records and Reporting:

- Ensure proper and timely reporting on taxes, including filling out PIT declaration forms, submission to the relevant fiscal authorities and filing of all the relevant records. This includes documentation and filing of VAT tracking for USAID-funded projects.
- Liaise with Social insurance agency regarding updating new policy, staff changes, claiming compensation and benefits for local staff, monthly calculating the social contribution.

Sub-recipient monitoring:

- Assist in reviewing monthly sub-recipient's financial reports for VNRC including the allowability of expenses, prior approvals and the compliance with Project Agreements and other policies and procedures applicable to sub-recipient, particularly screen all the supporting documentation.

Administrative / Other:

- Assist Administration Officer in preparation and conducting projects events, including, but not limited to, preparation and distribution of event-related allowances, such as Per Diem and transportation fees, and other duties as required.

QUALIFICATIONS

- Relevant educational qualification – at least Bachelor degree required.
- Minimum of two years relevant prior work experience in Finance and Administration required.
- Well-versed with Excel (formulas, pivot tables, macros, etc.) – required.
- Proficient in English and Vietnamese.
- Experience working with the Red Cross movement – preferred.
- Familiarity with USAID rules and regulations – preferred.

Applicants should send a current resume and a cover letter in English containing the name and contact details of three recent supervisors/managers as well an indication of salary expectations (gross per month in USD) to amcrossvn@hotmail.com by 15 June 2016. Only qualified candidates will be contacted.

The American Red Cross is an Equal Opportunity/Affirmative Action Employer.