

## **Finance Officer**

The Partnership for Health Advancement in Vietnam (HAIVN), a collaboration between Harvard Medical School (HMS), Beth Israel Deaconess Medical Center (BIDMC), and Brigham and Women's Hospital (BWH), seeks to develop capacity for high quality medical education, medical research and healthcare quality in Vietnam. HAIVN has been working to improve the health systems in Vietnam since 2003.

HAIVN, through support from USAID, will implement the project "Improving Access Curriculum and Teaching in Medical education and Emerging Diseases Alliance (IMPACT MED Alliance)." The IMPACT MED Alliance is an alliance of university, public and private sector partners with a diverse set of expertise and resources. The Alliance has a goal to enhance the health workforce to address current and future health challenges by building institutional capacity for medical teaching, learning and innovation, improving knowledge and capacity to respond to emerging pandemic threats, building capacity for leadership, innovation and sustainable change, and increasing diversity and reducing disparities in medical education.

HAIVN is seeking a Finance Officer, based in Hanoi, Vietnam, with the following responsibilities:

- Develop and implement financial management SOPs, cost norms and accounting tools in collaboration with financial team based at home office (Boston)
- Train and monitor HAIVN staff and partners to ensure financial policies are followed.
- Develop and track annual project and subcontract budgets following rules and regulations of USAID/US CDC.
- Work with home office to develop regular (monthly, quarterly, annual) financial reports for review by management board and for submission to USAID
- Work with HAIVN financial assistant to ensure timely and accurate submission of partner financial reports
- Review and monitor wire payment requests made by Vietnam offices to home office
- Process invoices and other payment requests for in-country expenses such as consultants, equipment, and other vendors
- Work with admin staff to estimate office cash needs and manage office cash flow
- Review and oversee monthly staff reimbursement requests
- Work with HAIVN human resources officer to ensure accurate estimates for insurance contributions to Hanoi Social Insurance Agency and work with home office to ensure timely payments.
- Track VAT expenditures and ensure that required forms are submitted on time
- In collaboration with management board and technical staff, develop budgets and financial plans for grant applications and other new business opportunities

### **Required Skills**

- Knowledge of basic accounting and accounting practices
- Knowledge of USAID rules and regulations
- Expertise in Microsoft Excel or other accounting software for creation and tracking of budgets and financial reports
- Exceptional written and verbal communication skills in English and Vietnamese
- Able to work effectively in a complex international environment
- Excellent interpersonal/presentation skills
- Well-organized and able to handle multiple tasks and changing priorities

**Required Experience**

- Bachelor degree in accounting, finance, business administration, or related field
- Certificate of attendance at a USAID training on financial management desirable
- Minimum five years of relevant work experience as part of a USAID-funded project

**Job Location:** Hanoi

**Position Type:** Full-Time/Regular

To apply for this position, please send cover letter and curriculum vitae in English to Ms. Dam Thuy Huong at [thuyhuong@haivn.org](mailto:thuyhuong@haivn.org) by June 17, 2016.

Only short-listed candidates will be contacted for an interview.