

# Finance Officer

World Vision International – Vietnam (WVV) invites competent candidates for the position Finance Officer working for the “EVAC-GMS: Ending Violence Against Children in the Greater Mekong Sub-region”. Work base: Hanoi

Interested candidates are invited to apply ONLINE via WORLD VISION VIETNAM'S WEBSITE BY 11 SEPTEMBER 2016 - <https://careers.wvi.org/jobs/vietnam/finance/wvv-special-project-finance...> See **How to apply** in **English** and **Vietnamese** for your application.

## WORK CONTEXT/BACKGROUND

World Vision is a Christian relief and development organisation working to create lasting change in the lives of children, families and communities living in poverty. World Vision serves all people regardless of religion, race, ethnicity or gender. As a child-focused organization, WV's work focuses on children, ensuring they are protected and their basic needs are met. WVV has a total income of around US\$ 19,000,000 (FY16) with funding from 14 support countries in Europe, Asia, the Americas and Australia. Funding of WVV consists of sponsorship program funding (70%) and PNS/grants (30%). WVV employs about 450 staff, of which 99% are Vietnamese nationals.

Currently, World Vision Vietnam is implementing 40 Area Development Programmes (ADPs) which operate in 5 zones: North (Hung Yen, Hoa Binh, Hai Phong and Dien Bien), Yen Bai – Tuyen Quang, Thanh Hoa, Central & Highlands (Quang Tri, Quang Nam – Danang, DakNong) and South (Quang Ngai, Binh Thuan, Ho Chi Minh). WVV's ADPs focus within one administrative district of a province which usually populated by ethnic minority people with high rates of poverty. A uniqueness of WVV's Development Program Approach (DPA) is that ADP team members are based at district level where the ADP is located, which enables them to work closely with government partners and communities on a daily basis. Beside the ADPs, WVV is also implementing different Special and Grant Projects to meet the specific needs of vulnerable children in both ADP and non-ADP areas. EVAC's Project Goal: Vulnerable children and youth (girls and boys of 12-24 years) are cared for and protected from child trafficking, abuse, neglect, exploitation, and all other forms of violence, within supportive families and communities.

- Outcome 1: Children and youth, especially the most vulnerable, are empowered with the skills and knowledge to reduce their personal risk to trafficking and related forms of violence.

- Outcome 2: Families and caregivers are provided with access to adequate and appropriate services in order to care for and protect their children.
- Outcome 3: Communities are strengthened and working together to create a safe and protective environment for all children.
- Outcome 4: Systemic barriers are reduced to addressing violence against children, including trafficking.

The project will be integrated in Van Chan, Luc Yen, Muong Cha and Tuan Giao ADPs. There are one Manager, one Coordinator, one DME Officer and one Financial Officer who are based at the national office and 4 Project Officers who are based at ADP level.

### **PURPOSE OF THE POSITION**

The position supports WV Vietnam to maintain high standards of financial stewardship and assist the Project Manager in maintaining the books of accounts and other financial records of the Project & adhering to the financial standards of World Vision financial system to ensure accountability.

### **MAIN RESPONSIBILITY**

#### **I. FINANCIAL POLICY COMPLIANCE**

- EVAC cost norm is prepared to ensure meeting WVV financial policy and EVAC project requirements
- Assistance is provided to the Project Manager in developing regulation of EVAC financial management
- Relevant expenses of EVAC budget is kept track including the expenses at NO as well as at target ADPs
- Administrative financial services are provided to the project to ensure high level of compliance, quality, accuracy and consistency of work in project implementation.
- Consistent service delivery is ensured by collaborating and working closely with all of the team members of the Project.
- All the day to day operational procedures in planning, implementation, monitoring and evaluation, closure, audit, etc. are conducted in timely manner and in line with WV Policy and Procedure as well as Field Financial Manual (FFM).

- The Project staff is provided the necessary account analysis codes and assistance to correctly filled in and prepare cash advance, EER, payment request.
- The Project team is assisted in verifying quotations, procurement, service supply contracts for project- related activity.
- Adequacy and correctness of the supporting documents ensured for payments and/or voucher preparation (using Voucher Interface) to ensure consistency with WV's Policy and donor requirements.
- The financial transactions are monitored regularly to maintain project financial account in place and in order.
- The suppliers of the quotes/bids submitted for major purchases are randomly selected to verify the existence, nature of business (whether it's related to the goods or services being asked to quote or bid), relationship of the supplier with the staff of the Program and reasonability of amount quoted.
- The quality of the goods and services delivered to the beneficiaries is verified by conducting random visit to the project sites.
- Knowledge and skills of the staff and partner on relevant WV accounting policies and procedures are upgraded.
- Field visits are conducted to ensure the project accountability.
- Assistance to other projects and ADPs are provided when necessary and required by participation in cross-review; assisting cross-audit and assisting in training the new project finance staff.

## II. BUDGET MANAGEMENT & FINANCIAL REPORTS

- The Project Manager is assisted in planning and developing project budget in line with the project design and its log frame.
- The financial reports cover memo are timely prepared with variance explanations (quarterly), Advances & Payables Aging Analysis (IA264 & IA269), the asset register is updated, the bank reconciliation performed monthly. All these reports are posted onto FFR Database on a quarterly basis.

- The Sunsystem generated financial reports are checked and verified for any non-project related expenses, discrepancies and irregularities from the Program finance manual.
- The Manager is updated on the project spending status and pattern to avoid risks of ineffectiveness and material overspending or under-spending of the Project budget.

### III. FILING

- A systematic filing system of key documents is established and maintained (in hard copy and soft copy) and in line with audit requirements.
- All financial and other records required for audit purposes are maintained, and assistance provided in regular auditing of the Project.

### **JOB REQUIREMENT**

The following knowledge, skills and abilities may be acquired through a combination of formal schooling, self-education, prior experience, or on the job training:

- Bachelor degree in finance/accounting
- At least 3 years relevant work experience.
- Demonstrated training and facilitation skills
- Good time management and organizational skills
- Good interpersonal and communications skills
- Fair English, especially report writing skills
- Understanding of and commitment to World Vision Core Values

World Vision Vietnam is a Christian non-government organization. Applicants having working experience in a similar kind of organization will be an advantage.

Our contact details are:

People and Culture Department

World Vision International - Vietnam

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We give equal opportunity to every candidate, regardless of religion, race and gender.

A competitive salary, benefits and career development opportunity will be offered and commensurate with the experience, qualifications and responsibilities.

World Vision is a Christian humanitarian organization which works to improve the quality of life of people, especially children, who are marginalized and living in poverty regardless of religion, race and gender.