

JOB DESCRIPTION

Job title: Finance Officer

Department: Finance & Administration

Reports to: Finance Coordinator (Compliance)

Staff directly supervised: None

Effective date: 1st July 2016

Location: Hanoi office with travels to the fields

Type of contract: Fixed term/Regular

JD consulted with: Head of Finance and Administration

1. WORKING CONTEXT	
<p>Founded in the United Kingdom in 1972, ActionAid (AAI) is a unique international organisation, working with over 25 million people in more than 40 countries for a world free from poverty and injustice. ActionAid's head office is in Johannesburg. ActionAid is the only large international development organisation with head office based in Africa, with offices in Asia and the Americas connecting ActionAid's work in Europe.</p> <p>ActionAid started working in Vietnam since 1989, established its Representative Office in Hanoi in 1992. Since then, it has been focusing the work to end poverty and promote sustainable development in mountainous, remote and difficult regions as well as poor urban areas across Vietnam. ActionAid works in partnership with local partners in different provinces and applies Human Rights Based Approach to all of its works.</p>	
2. JOB PURPOSE SUMMARY	
<p>Verifies the integrity of the financial information and maintain accounting and financial reporting system within AAV office and Projects (as assigned) to ensure that all the financial resources are being well managed and properly used in line with the policies and procedures of AAV</p>	
3. AUTHORITY	
<ul style="list-style-type: none"> Actively works within assigned tasks Has right to reject payments/expenditure that do not follow AAV's financial policies and approved budget 	
4. KEY WORKING RELATIONSHIPS	
<p>Internal</p> <ul style="list-style-type: none"> All AAV staff 	<p>External</p> <ul style="list-style-type: none"> AAV's assigned partners, Auditors, Tax office, Banks
5. MAIN AREAS OF RESPONSIBILITY	
Key responsibilities / accountabilities	Key performance indicators
1. Carries out payment process and Inputs accounting data into SUN system	<ul style="list-style-type: none"> Claims/requests are checked against approved budget, accuracy and legitimacy of voucher to ensure the full compliance with AAV's financial policies. Payment is made within duration as specified in financial policies. Accurate and timely accounting data is input and held as required. Monthly Income, fund transfer in/out and PROBAL expenditure are checked and input to system.
2. Is responsible for AAV payroll (including salary payment, PIT and insurance payment)	<ul style="list-style-type: none"> Accurate monthly payroll to staff, PIT and insurance are made on time. Accurate staff costs are checked, coded, filed and documented. Other staff benefits are calculated and paid as requested.

3. Manages cash in safe and keep AAV staff pension passbooks	<ul style="list-style-type: none"> Adequate balance of money in safe are maintained and within AAV's financial policies. AAV staff pension passbooks are kept safely. Pension books are updated once every year. AAV staff is informed of pension balance every year.
4. Controls bank accounts	<ul style="list-style-type: none"> Proper bank balance in all AAV accounts is well maintained. Accurate bank transfers are made following the bank's guidelines and AAV's requirements. Monthly exchange rates are received at the beginning and end of the month. New bank account is opened in time at the instructions by authorized staff in AAV. Expired bank account and/or expired staff signatories are closed timely and correctly at the request by authorized staff in AAV.
5. Reconciles bank books, cash book, debtors and creditors accounts	<ul style="list-style-type: none"> All transactions are updated immediately to cashbooks and bankbooks. Cashbooks are reconciled and counted on monthly basis. Bankbooks are reconciled on monthly basis. Debtors and Creditors accounts in Hanoi office are correctly reconciled on monthly basis.
6. Checks and supports/trains/guides/shares to partners, staff in finance management	<ul style="list-style-type: none"> Accounting documents and financial reports are accurate and in full compliance with AAV's budget, MoU and financial guidelines to partners. Proper coaching and advice in finance management is given to Partners and non-finance staff. Partners and AAV's staff are able to understand and strictly follow AAV's Financial Policies and Procedures. Partners can prepare good financial books and reports. Standard format is designed and provided to partners. Finance guidelines to partners are provided and reviewed periodically.
7. Files vouchers and other documents in finance department	<ul style="list-style-type: none"> Vouchers and financial documents are filed properly and in good order. Bank statements are received and filing at the end of the month.
8. Is responsible for relevant reports	<ul style="list-style-type: none"> Monthly management account are reviewed and sent to budget holders on time. CD Expenditure Reports are prepared quarterly and sent to CD for explanation of variance on 15th day of first month of the next quarter. Reports to donors and government counterparts are prepared timely and accuracy with high quality according to their formats and requirements.
9. Participates in Project Proposal, Budget & Plan process	<ul style="list-style-type: none"> New proposals are well calculated and inputted. Function budgets and project budgets are checked to ensure the full compliance with AAV's requirement. Inputs are provided to finance budget planning. Budgets are finalised and prepared to be input to financial software.
10. Supports and follows up auditing 11. Supports the nationalization of ActionAid Vietnam	<ul style="list-style-type: none"> Positive support is provided to internal and external auditors. Audit action plan is thoroughly and promptly implemented. Participation in relevant tasks assigned is ensured to support the operation of the Aid for Social protection Program, Project Foundation Vietnam (AFV), the strategic partner of AAV.

	<ul style="list-style-type: none"> Assistance is provided for the smooth transition of ActionAid Vietnam in the nationalization process.
12. Safety & Security	<ul style="list-style-type: none"> The Safety and Security Plan, Procedures and guideline by AAI and AAV are followed. The safety and security procedures for staff are implemented. Risks for staff safety and security are reported timely to Security Focal Person or Head of Department.
13. Others	<ul style="list-style-type: none"> Other tasks as assigned by line manager are well performed.
6. QUALIFICATIONS REQUIRED	
Education <ul style="list-style-type: none"> University degree in finance and accounting or relevant field 	Work experience <ul style="list-style-type: none"> At least 5 years of working in the similar position or relevant fields NGO/Project working experience is preferable
Technical knowledge/skills <ul style="list-style-type: none"> International accounting, particularly charity accounting Accounting softwares Financial reports and Financial monitoring skills Expertise in Staff salary and benefits management Project activities 	
Language <ul style="list-style-type: none"> Advanced level of English and Vietnamese 	
Attitude <ul style="list-style-type: none"> Careful and detailed focus Accuracy and Compliance Independent and decisive Integrity and supportive Open for learning and solutions Team work Result oriented and Accountable 	Adherence to <ul style="list-style-type: none"> Human Rights Based Approach Poverty and injustice eradication Gender equality

Approved & Signed

Agreed & Signed

Line Manager

Employee

Date

Date

Verified & Signed

Verified & Signed

HROD Manager

Head of Finance & Admin

Date

Date

Approved & Signed

Country Director

Date