

JOB DESCRIPTION

Job title: Head of Finance and Administration

Department: F&A

Reports to: Country Director

Staff directly supervised:

- Finance Coordinators (2)
- Admin Support Officer (1)
- IT Support Consultant(s)

Effective date: 1st July 2016

Location: Hanoi office with travels to the fields and internationally as required

Type of contract: Regular/Fixed term

JD consulted with: Country Director

1. WORKING CONTEXT

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.

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.

2. JOB PURPOSE SUMMARY

Ensures the financial, management and legal integrity of ActionAid Vietnam (AAV) in the established international and local policies and procedures framework ; provides strategic financial management direction and help to ensure that AAI's and AAV's overall objectives are met;

Ensures the continuous and accountable monitoring, controlling and reporting of expenditures of partners/NGOs receiving funds from ActionAid International

3. AUTHORITY

- Be a member of Senior Management Team (SMT) and Extended Management Team (EMT)
- Has full authority within approved budgets and plans
- Has right to assign tasks to staff of the Department to ensure AAV's financial, management and legal integrity

4. KEY WORKING RELATIONSHIPS

Internal

- SMT members, EMT members, all AAV staff
- AAI Finance Focal Person, other Heads of Finance
- Internal audit function within AAV and AAI

External

- AAV's partners, Government Officials, Donors, INGOs
- Independent Auditors and external evaluators

5. MAIN AREAS OF RESPONSIBILITY

Key responsibilities / accountabilities

Key performance indicators

<p>1. Develops, reviews and updates AAV's finance management policies and system in compliance with AAI's policies and standards as well as local legal regulations and procedures</p>	<ul style="list-style-type: none"> ▪ Contribution to the development and achievement of the AAI's strategic objectives and AAV's CSP are well performed. ▪ Long-term financial strategy/financial targets for the country are well set up in consultation with SMT members. ▪ AAI policies as laid down in the AAI Financial Management Framework (IFMF) such as reserve policy; treasury management policy; value for money policy; recharge policy, etc. are reflected and appropriately followed in AAV's Finance Management Policies and Procedures (FMPP). ▪ Links/Contact with Finance Advisor and other Heads of Finance in the region as well as in AAI are established and maintained for professional exchange and learning. ▪ Changes in local legal systems and in local policies to comply with legal requirement are updated and fully reflected in FMPP. ▪ Other AAV's operational policies and guidelines, such as Delegation of Authority Framework (DAF), IT's and Admin's are developed, reviewed and updated. ▪ Cash and bank management are controlled and processed in line with AAV's FMPP, AAI's FMF and Vietnam Law. ▪ All statutory reports are submitted timely and accurately as per requirements by AAV's SMT, AAI and Vietnam Law.
<p>2. Controls finance, admin and IT management and monitors implementation of AAV's operational policies and procedures</p>	<ul style="list-style-type: none"> ▪ Internal control system, including that in partners are reviewed, evaluated and implemented to maintain the financial and legal integrity of AAI. ▪ Development, implementation and evaluation of financial management systems in AAV and the partners are updated and maintained to ensure the effectiveness and efficiency of the systems. ▪ Cash flow position of AAI, including regular monitoring of foreign exchange rate movements with a view to taking necessary action depending on trends is frequently monitored. ▪ Implementation and compliance to AAV's policies and guidelines as well as AAI guidelines and standards are monitored frequently. ▪ Procurement process is well followed and in line with AAV's policies. ▪ AAV's assets and facilities are controlled and updated. ▪ Filling system in F&A department is well designed and maintained.
<p>3. Guides, reviews and participates as a member of PRACT in Plans, Budgets and Forecasts processes</p>	<ul style="list-style-type: none"> ▪ Annual budgeting, forecasting and three year planning exercise in accordance with AAI's guidelines and procedures are consistently followed with specific needs of the Country Programme Review process of all the budgets submitted by partners and units are well implemented and within timeframe. ▪ Plan & Budget pack (including table and narratives) is well prepared and following AAI's guidelines and submitted within timeframe. ▪ Annual forecast of sponsorship income for the following period is prepared in close coordination with Child Sponsorship function. ▪ Preparation of detailed expenditure budgets and uploads into SUN/accounting software when getting approval by the International Board are timely and implemented with high level of accuracy.
<p>4. Designs, updates and reviews AAV's financial reports to AAI, donors and Vietnamese government offices</p>	<ul style="list-style-type: none"> ▪ A system that meets the reporting requirements from AAI-IS; donors; national government; and in-country management are introduced, implemented and maintained. ▪ Accurate monthly management accounts are sent to SMT and Budget Holders in time.

	<ul style="list-style-type: none"> Financial reports for quarters of March, June, September and December are submitted to IS within the agreed timetable. Period end / year end processing aspects as: Cut-off date, depreciation processing, accruals, prepayment allocations and other accounting adjustments in compliance to GAP (General Accounting Principles) are adhered. Statutory year-end accounts, annual reports and half yearly reports under AAI accounting policies and by local legislation are submitted within time frame. Periodic financial reports to donors as per contracts are updated and submitted on time. Financial performance indicators of country such as spending against budget; % programme cost over total cost; % of support costs over total costs; % fundraising costs over income raised, etc. are monitored and updated to SMT. Finance performance measurement and impact assessment indicators are designed and reviewed. All reports are submitted with highest level of timeline and accuracy, against agreed/approved budget lines.
5. Develops a good working relation with partners to establish a transparent, effective and accountable finance management system and maintain an internal control system	<ul style="list-style-type: none"> The financial ability of potential partner NGOs, including their internal control systems, documentation and capacity to report on expenditure is assessed before entering into long-term relationships. Financial terms and conditions in the Agreements/MOUs with partners are developed to make sure that AA has access to their accounting books for audit and financial monitoring of the work funded by AA. Regular visits of Finance staff to partners' office and programme/ project sites to monitor partners' finance system, expenditures, to identify training needs are regularly conducted. Accounting and reporting system between the partners and AAV are reviewed, developed and maintained to ensure the accuracy, full compliance and in line with AAV's internal control system. Communication links/forum with the finance and administrative staff of partner NGOs are set up to provide on-going support to them. Partner's visits and training are planned, reviewed and implemented, in which there are, at least, two monitoring field trips (two LRPs) per year. Finance monitoring trip minutes and External audit reports of partners are reviewed and followed-up. Handover of assets to partners (in case it is allowed by donor) are done at appropriate schedule and timing.
6. Manages Grants and Contracts in AAV to ensure the compliance with AAV's policies and donor's requirements as well as local legal framework	<ul style="list-style-type: none"> Fundraising proposals/budgets are prepared from the beginning with consideration of finance priorities and contributions. Grant contracts/MOUs with donor are reviewed properly. Mapping of donor budget lines with AA system are done to ensure that expenditures funded by donor are properly accounted for. Reports are submitted to the donor on a timely basis, in the format agreed with the donor and that all other reporting requirements are adequately adhered to. Claims to donor are sent on time with sufficient supporting documents. Contracts with suppliers/vendors are well managed and followed-up by Admin and IT staff. Donor's visits and/or audits are well supported by finance, admin and IT staff.

	<ul style="list-style-type: none"> Closing of Grants and contracts are done in accordance to requirements by the Contracts/Grants and AAV's policies, taking into account local regulations.
7. Maintains and updates AA's accounting software - SUN/VISION and partner's accounting software	<ul style="list-style-type: none"> A system of SUN/VISION is designed in line with AAV's CSP and its integrity is regular maintained and backup. Using of SUN/VISION systems in the country programme are maximized by automating reports in VISION; designing template for easy and quick importing data into system etc. Partner's accounting software is designed, reviewed and updated in compliance with AAV's accounting software. On job training and relevant user training on accounting software for finance staff, partners' accountant are planned and provided.
8. Supports in auditing process	<ul style="list-style-type: none"> TOR for audit in consultation with SMT/BHs/Internal Auditor and donor (if required) is prepared. Contract signed with external audit firm is reviewed properly. Internal and external auditors are supported and cooperated by finance staff during and after audit. Implementation of agreed recommendations of auditors are fully made, followed-up and updated to SMT and AAI. Periodical audit is made within the time frame or donor's requirements.
9. Participates in Senior Management Team (SMT)	<ul style="list-style-type: none"> Positive inputs and comments are provided for the formulation/update of AAV's strategy, policies and procedures.
10. Manages staff in F&A department and build capacity for AAV staff and partners	<ul style="list-style-type: none"> Tasks are well assigned to staff with clear instructions and coaching. HR management is provided to staff in collaboration with Human Resources and Organisational Development Department. New staff is properly and timely inducted with financial policies and procedures and standards. Finance staff and partners are provided with technical support. Trainings on financial management for AAV staff and partners are delivered and repeated frequently or per requirement. A training pack on finance skills for finance and non-finance staff and partners is developed. Finance staff is trained on using accounting software.
11. Supports the nationalization of ActionAid Vietnam	<ul style="list-style-type: none"> 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. 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.
12. Others	<ul style="list-style-type: none"> CD and other teams in fund raising for AAV are supported. Other tasks as assigned by line manager are well performed.
6. QUALIFICATIONS REQUIRED	
Education <ul style="list-style-type: none"> Master degree in finance and accounting or relevant fields 	Work experience <ul style="list-style-type: none"> At least 5 years of working experience in relevant fields Membership of a reputable Professional Accountancy body

	such as ACCA, CIMA etc.
Technical knowledge/skills <ul style="list-style-type: none"> ▪ Proven management and leadership skills ▪ Strong financial expertise and familiarity in management and accounting practices at a senior management level ▪ Knowledge, practical application and implications of the GAAP ▪ Sound practical knowledge of SUN systems and web-based accounting software ▪ Proven experience in design, implementing and monitoring financial, administrative and IT control systems ▪ Networking and partnership building techniques 	
Language <ul style="list-style-type: none"> ▪ Advanced level of English and Vietnamese 	
Attitude <ul style="list-style-type: none"> ▪ Independent and decisive ▪ Integrity and supportive ▪ Open for learning and solutions ▪ Team work as well as leadership ▪ 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
Date

Employee
Date

Verified & Signed

HROD Manager
Date