



Position:	Finance Officer (FO)
Department/Project/Country:	HD dept./ IM Capacity Building/Vietnam
Immediate Superior:	Finance Manager (FM)
Shall report to:	Finance Manager (FM)
<p>Responsibilities: Under the supervision of the FM, the FO oversees and controls finance procedures and other tasks to ensure effective and efficient financial management of program, projects in line with all current NPA financial policies and requirements of the Donors.</p>	
<p>Specific Duties</p> <p><i>Internal Control</i></p> <ul style="list-style-type: none">• Checking all payments with all related financial documents based on the requirements of NPA and Donor before getting approvals• Compare actual expenditures and with budgets. Any variances or discrepancies should be immediately documented and reported to FM.• Check and Coordinate with Logistic /Admin/HR department in procurement requests, as per requirements of the donor and NPA under Vietnamese law and practice• Institute safeguards, checks, and balances so that expenditures are properly approved and made as budgeted.• Support audit cash count• Prevent and detect fraud and errors.• Ensure proper utilization of resources.• Update the rules and regulation of Donors as well NPA requirements <p><i>Accounting control</i></p> <ul style="list-style-type: none">• Check all entries properly recorded based on justifications required and ensure records are complete and accurate the system• Coordinate with Log Manager and Officers to Control stock inventory by comparing the physical stock with the accounting records or stock cards.• Ensure accounting is available for audit / management control checks and to arrange disposing files when necessary• Reconsolidate bank statements and cash statements of all projects on monthly basic <p><i>Other tasks:</i></p> <ul style="list-style-type: none">• Prepare financial reporting• Post interim expenses for all projects via regional and HO account or any transactions (when required)	
<ul style="list-style-type: none">• Assist FM to gathering the information for preparing the yearly budget• Support month-end and year-end close process• Coordinate with FOs to assist project staff in completing financial paperwork to ensure compliance with NPA financial guidelines as well donor regulations <p>Perform other lawful tasks assigned by FM</p>	
Required qualifications:	

- BE in Accounting/Finance or equivalent
- At least two (3) years of experience in relevant position in INGOs or international organizations
- Experience with US government funded project is preferred
- Computer literacy – good knowledge of online accounting software such as Agresso is preferred
- High attention to details
- Sound interpersonal & communication skills
- Good command of Spoken and Written English
- A proactive and critical thinker
- A good team player as well as an independent worker
- Ability to work under pressure and to maintain deadlines
- Maintaining confidentiality
- Familiar with multi-cultural working environment

Additional Considerations:

The holder of the position is to abide by the policies set by the Norwegian People's Aid (NPA) and represent the organisation in a loyal and responsible manner