

# Accountant and Assistant to the Director

"FOUR PAWS International" is an international animal welfare organisation with headquarter in Vienna/Austria and offices in 12 other countries. Founded in 1988, the organisation pleads for animal welfare through sustainable campaigns and projects.

"FOUR PAWS Viet Wildlife Conservation Center" (FOUR PAWS Viet) is an NGO registered in Vietnam with the declared aim to support the conservation of wild animals in Vietnam and prevent them from trade and exploitation, to support their survival by implementing the appropriate rehabilitation & release conditions, to protect the habitats of natural wild populations, and to raise public awareness for the need of biodiversity protection and conservation of wild animals and their habitats.

Later this year Four Paws Viet aims to construct a bear sanctuary 7 kilometers from Cuc Phuong National Park that will house up to 100 bears. Furthermore Four Paws Viet aims to expand on their current education programs as well as other animal welfare activities in Vietnam. This is an opportunity for the successful candidate to gain experience with rapidly growing e-accounting software for which training will be given. The position is for maternity cover lasting 6 months from November 2016 until April 2017 with the possibility for future employment upon review

## **Area of responsibilities:**

The successful candidate will be located in Cuc Phuong village or Ninh Binh owing to Four Paws Viet's office being situated close by. The job will entail all aspects of accountancy and bookkeeping for an expanding NGO.

Additionally the job will entail assisting the director of Four Paws Viet in arranging meetings, administrative work, translation and producing documents as well as other tasks when required.

## **Requirements:**

1. Fluent in both English and Vietnamese
2. Sufficient bookkeeping knowledge

The applicant must have:

- Experience with any accounting system
- Experience making purchase, bank and cash entries
- Experience with reporting
- Experience with budgeting and forecasting

- Computer literate in accountancy software and Microsoft office
- Knows how to apply national and international standards for accounting
- Able to calculate and manage payroll
- A valid motorbike license for Vietnam

Salary: Negotiable based on your skills and experience.

The closing date for applications is the Friday the 28th of October.

Please send your CV and Application letter to: [Finance@lionsrock.org](mailto:Finance@lionsrock.org)