

TERMS OF REFERENCE

Consultant for the department: Finance & Admin

Position Finance Consultant	Contract duration 1 year
Supervisor Finance Coordinator - Programme	Duty station Hanoi
Key working relationship All AAV staff and Partners	Commencement date As soon as possible
Working time Full-time post	Allowance/Fee and Budget code from VND 950,000 /day to VND 1,050,000 day and from Finance budget

1. General Context

ActionAid is an international development agency whose aim is to fight poverty worldwide. Founded in the United Kingdom in 1972, for over 40 years, ActionAid works to support the poorest and most excluded people in 47 countries in Africa, Asia and the Americas in securing their rights and eradicating poverty.

In Vietnam, ActionAid operates in provinces in mountainous and remote regions, in the fields of education, women's rights, disaster preparedness, climate change, governance and food rights.

The recruitment of Finance Coordinator Compliance is being processed and Finance Coordinator Programme will take charge of this position. In this acting period, there is a need of a consultant to support programme finance team to handle the workload and improve the financial management at LRPs level.

2. Deliverables (Performance expectation from the Consultant)

- National partners/ staffs will be supported in financial management
- Expense/ claim are reviewed and verified in compliance policies and procedures
- All debtors/creditor account of projects and programme in charge are reconciled monthly basic
- All reports/ Budget are prepared in compliance with policies requirements
- External audit is implemented appropriately
- Programme Finance Officers are supported in field visit

3. Scope of work (inclusive of key tasks & performance indicator)

Key responsibilities/ accountabilities	Key performance indicators
1. Carries out payment process	<ul style="list-style-type: none"> • Claims/requests are checked against approved budget, accuracy and legitimacy of the voucher to ensure the full compliance with AAV's financial policies.
2. Checks and supports partners, staff in finance management	<ul style="list-style-type: none"> • Accounting documents and financial reports are maintained accurate and in full compliance with AAV's budget, MoU and Financial Policies and Procedures. • Partners and AAV's staff are able to understand and strictly follow AAV's Financial Policies and Procedures. • Partners are able to prepare a quality financial report and financial management system as required
3. Is responsible for	<ul style="list-style-type: none"> • Monthly management account are reviewed and sent to budget

relevant reports	holders on time <ul style="list-style-type: none"> Partners' financial data is quarterly reconciled Donor report are prepared according to their & AAV's requirements and submitted on time.
4. Participates in Budget & Plan process	<ul style="list-style-type: none"> Inputs are provided to Budgeting and Planning Relevant Budget is facilitated, reviewed and consolidated in compliance with AAV's guidelines and templates Budget are finalised and prepared to be input to financial software
5. Support audit	<ul style="list-style-type: none"> Active participation in the selection of independent auditors and definition of audit scope of work Close cooperation with independent auditors on discussing of audit findings, developing of recommendations Positive support is provided to internal and external auditors Audit action plan is thoroughly and promptly implemented
6. Reconcile debtors and creditors accounts	<ul style="list-style-type: none"> Debtors and Creditors accounts of projects and programme in charge are correctly reconciled on monthly basis
7. Participates in Project Proposal	<ul style="list-style-type: none"> Budgeting for proposals are submitted on time and in compliance with donor guidelines Project budgets are checked to ensure the full compliance with AAV's requirement Inputs are provided to budget & planning
8. Other	- Other tasks as assigned by line manager are well performed

4. Qualifications

- **Education:** University degree in finance and accounting or relevant field
- **Work experience:**
 - At least 5 years of working experience in finance and accounting.
 - Experience with development projects and/or INGOs would be an advantage
- **Technical knowledge/skills:**
 - International accounting, particularly charity accounting
 - Accounting software
 - Financial reports and financial monitoring skills
 - Expertise on Proposal writing and Grant management

5. Payment (Rate of fee/allowance per working day, insurance provided, time of payment)

The mentioned rate depends on the candidate's qualification. This is inclusive of all PITs, related fee and insurances except for 24/7 Accident Insurance will be covered by AAV during the tenure. Payment will be made monthly based on actual working day in the first 10 days of the month upon full submission of approved work reports and timesheet.

6. Other benefit and responsibilities

- AAV will write reviews and acknowledge after the collaboration period of the Consultant with AAV if s/he meets AAV's requirement.
- The Consultant is responsible for following all instructions of AAV staff and ensuring quality of work. If the Consultant fails to meet deadlines and quality requirements, his/her contract is terminated by AAV within 5 working days of notice.

- The Consultant is required to keep all information and data of Finance Department confidential and for internal use. If s/he discloses such information to a third party outside AAV, s/he will be responsible for that loss of intellectual property and his/her contract will be terminated immediately by AAV.

7. How to apply

- Written application letter in English, stating why you are suitable for the post, together with full curriculum vitae, certified copies of available degrees should be submitted by **January 21, 2017** to job.aav@actionaid.org, Subject: Finance Consultant – 2017 or **ActionAid Vietnam**, Hanoi Office Attn.: Human Resources & Organizational Development Department, 5th Floor, 127 Lo Duc Street, Hai Ba Trung District, Hanoi
- Only short-listed candidates will be contacted. Applications will not be returned.
- Candidates from (gender, ethnic or others) minority groups are encouraged to apply.