

Plan in Vietnam Job Description

Job Title: Area Finance Facilitator	Job grade: C1
Reports to: Northern Finance Coordinator	Working Location: Sin Ho, Lai Chau
Unit/ Department: Program Unit	Effective date:
Staff directly supervised (position): No	

Job Purpose:

- Ensure the financial resources are used, financial and accounting activities are implemented according to Plan's policies, procedure and Vietnamese Law
- Build the financial management and accounting capacity of partners and staff in PU to achieve the goals of Country Strategic Plan (CSP)

Job Responsibilities:

Participate in preparing the CAB, CAT, Operational Budget and Spending Plan of PU

- Participate in consultation with project partners and beneficiaries to prepare and modify the budget proposals and spending plan
- Coordinate with CDF to support PUM in preparing and modifying budget proposals based on consultations
- Prepare updated Spending Plan

Fund monitoring

- Coordinate with CDF to monitor and check project activities relating directly to the payment process
- Check the adequateness, accuracy and value for money
- Code and process all expenses before submitting these documents for PUM approval
- Review regularly all the Payment Vouchers and the payment process of project partners
- Report monthly the progress of fund transfer and disbursement activities to the PUM

Support PU in financial and administrative management

- Report all significant financial and administrative issues to PUM
- Support PUM and colleagues to update information and policies on finance
- Recommend solutions to PUM in solving financial and administrative problems
- In conjunction with PUM, inform CO/ DOS on weekly cash flow requirements of PU
- Support Internal Auditor in carrying routine and activities in PU and involve in continuous audit rating improvement

Support partners in financial and accounting management

- Guide partners in the preparation and maintenance of accounting documents, books and financial reports
- Check accounting documents and reports of partners
- Receive feedback and suggestions from partners and beneficiaries relating to accounting and financial management policies and procedures

Building financial management and accounting capacity for project partners and staff in PU

- Coordinate with CDF to conduct training on Community Managed Project, Plan's finance and accounting policies, procedures
 - Guideline for project partners and staff in the PU
 - Participate in developing and improving Plan's accounting and financial management policies and procedures
- Finance networking**
- Contribute ideas, feedback and recommendations to increase the quality of accounting and financial management of the organization
 - Share experience, lessons learnt of PU through Finance Network
 - Be responsible for sharing decisions of Finance Network and implement in PU
 - Guide and support other Finance Facilitators inside and outside the PU when required

Qualifications:

- University graduate in Finance, Banking, Accounting or relevant disciplines.

Experience:

- At least 3 years professional experience in related fields,
- Experience with INGO is an advantage.

Knowledge and skills:

- Good understanding of financial and accounting policies, standards and associated regulatory issues,
- Working knowledge of accounting software,
- Ability to work independently or as part of a team
- Good analytical, facilitation, communication and interpersonal skills
- Willing to travel to the field.
- Good command of English, both spoken and written,
- Strong computer skills (Excel, Words..)

<p>We have carefully reviewed this Job Description and are satisfied that it fully and accurately describes the requirements of the position.</p> <p>LINE MANAGER</p> <p>Name:</p> <p>Signature:</p> <p>Date:</p>	<p>I have read the Job Description and discussed the contents and agreed with my line manager.</p> <p>JOB HOLDER</p> <p>Name:</p> <p>Signature:</p> <p>Date:</p>
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