

Finance and Administrative Officer

The Swiss Red Cross (SRC) is a member of the International Federation of the Red Cross and Red Crescent Societies; it is part of a worldwide network of 188 National Societies. The purpose of the Swiss Red Cross activities is to protect the lives, health and dignity of human beings worldwide, the Swiss Red Cross is active in a large number of humanitarian programmes.

For many years the Swiss Red Cross in Vietnam had worked in collaboration with the Vietnamese Red Cross in the sectors of health, rural development, disaster mitigation/preparedness, and programs to prevent and alleviate human suffering.

The Swiss Red Cross has a small and functional office in the Capital of Hanoi overseeing program administration and coordination with the Vietnamese Red Cross, the wider Red Cross Movement in Vietnam, and other DRR stakeholders.

Swiss Red Cross together with the Vietnamese Red Cross is delivering two projects in Ca Mau Province focusing on the provision of Community Based Disaster Risk Management and WASH services to most vulnerable communes in the province.

We are currently looking for a qualified and experienced Vietnamese national to fill the Finance and Administrative officer position.

Job description – Finance and Administrative Officer

Title: Finance and Administrative Officer

Reference: 15 month contract with possibility of extension – based in Hanoi with occasional travel to project areas.

Supervisor: Finance & Admin Manager

Starting from: April 2017

1. Overall Responsibilities

Responsible for the day-to-day general financial and administration of the organisation, assisting the Country Representative, Finance Manager and supporting the staff team.

2. Specific Responsibilities

- Financial reporting and auditing
 - Liaise with VNRC accounting and finance staff on the timely provision of monthly financial reports.

- Support VNRC accounting staff at the Chapter level with reporting as required.
 - Support the Finance manager with the preparation of SRC financial records for annual auditing processes.
 - Under the supervision of the Finance Manager, prepare monthly financial reports and activity based budget versus expense project reports for the Country Coordinator.
 - Under the supervision of the Finance Manager, prepare monthly updated budgets of different projects for the Country Coordinator.
- Petty Cash and Banking
 - Track monthly office petty cash expenditure and prepare petty cash reconciliation statements for sign off by the Country Representative.
 - Check and reconcile cash requests from SRC staff and liaise with Project/Country Coordinator on outstanding administrative issues.
 - Prepare and manage in a timely manner, payment orders for invoices to be paid by SRC.
 - Prepare office petty cash requests for sign off by the Country Coordinator.
 - Initiate the monthly cash count with the Country Coordinator.
 - Maintain accurate banking records, perform bank payment orders and deal with bank on all financial matters.
- Administrative tasks
 - To provide general financial support as required for the office management and for the projects.
 - To prepare correspondence regarding taxation, social and health insurance and union fees for executive review and signature.
 - To maintain a strong financial filing system and manage filing the financial documents in both hard and electronic form.

- To be responsible for overseeing the procurement of equipment and supplies for the offices in Hanoi and Ca Mau province, ensuring strict adherence to SRC procurement guidelines.
- To oversee the booking of flights and accommodation for SRC staff as required.
- Ensure the timely submission of permission to travel documentation.

- Human Resources
 - Manage SRC staff leave records and ensure that leave requests are submitted and filed.
 - Liaise with Insurance Department to continually update the situation of increase and reduction in salary and staff numbers of the Swiss Red Cross.
 - Under the supervision of the Finance Manager, prepare quarterly tax declaration for SRC staffs.

- Other Duties Coincidental to the Position
 - Review and recommend procedural changes to ensure compliance with policy and improve work processes.
 - Communicate in a timely manner with Finance Manager and Country Coordinator when issues arise with financial reporting so that solutions may be found in a timely manner.
 - Other duties as requested by Country Representative and Finance and Admin Manager.

Duties for this position should not be considered definitive. Duties may be added, deleted or modified in consultation with the incumbent as necessary. Job descriptions and staff performances will be reviewed regularly.

3. Qualifications, Skills and Experience

- University degree in finance and accounting or other relevant disciplines.
- At least 4 years experience in a Finance and Administration role with similar responsibilities.

- Experience working with an international NGO will be an advantage.
- Fluency in English and Vietnamese (both oral and written).
- Strong computer skills and experience working with accounting software.
- Experience liaising with a range of stakeholders regarding financial issues.

Required Personal Attributes

- Excellent interpersonal skills and ability to work in a team.
- Ability to work independently, prioritize tasks and to take initiative.
- Strong attention to detail and problem solving skills.
- Honest, meticulous, responsible and well organized.
- Strong work ethic and commitment to financial accountability and transparency

Applicants are invited to send their CVs and Motivation Letter to Ms Trang at fina.srcvn@gmail.com by 31st March at 05.00 PM.

Candidate reviews will commence immediately upon publication of this announcement and will continue until suitable candidate has been identified. While we appreciate all responses, only candidates under consideration will be contacted.