

**SAVE THE CHILDREN
INTERNATIONAL PROGRAMS
ROLE PROFILE**

JOB TITLE: Finance Officer	
TEAM/PROGRAMME: Finance – Project Office	LOCATION: Lao Cai Province
GRADE: D	
CHILD SAFEGUARDING:	
Level 3 - the responsibilities of the post may require the post holder to have regular contact with or access to children or young people	
ROLE PURPOSE:	
In collaboration with and under the supervision of the Finance Manager to ensure that the financial policies and procedures, control and system are followed/ implemented properly in accordance with Save the Children, donor regulations and government laws. Provide support to partners in order to strengthen their financial management capacity.	
SCOPE OF ROLE:	
Line of reporting: Finance Manager	
Staff directly reporting to this post: N/A	
KEY AREAS OF ACCOUNTABILITY:	
<u>Key accountabilities</u>	
The following are the main accountabilities:	
<u>Finance Tasks</u>	
<u>Expenses/Payment Review</u>	
<ul style="list-style-type: none"> • Support the review of all advance and payment requests for the Office, partners’ reports and advances, ensuring all advances and payments are processed on time; • Inform program/admin staff when payments for their advance, claims, payment for suppliers and consultants’ have been processed; • Together with cashier to count cash weekly; • Maintain the filing of monthly accounting vouchers, journals, spreadsheets and other finance documents; • In collaboration with HR admin team to do the asset inventory on periodical basis and to reconcile between books and physical check; • Photocopy, scan and translate financial documents when required; 	
<i>Partner Management</i>	
<ul style="list-style-type: none"> - Take part in the process of partner selection and conduct partners’ assessment afterward; - Conduct finance training upon the launch of each sub-grant; - Support the preparation of the sub-grant agreements and budgets; - Conduct monthly finance visit to partners; - Conduct all needed procedures for the closure of a sub-grant; - Take part in the process of updating partner’s guidelines. 	

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Financial Capacity Building for Partners and Staff at Lao Cai Office

- Conduct the induction training to new staff at Project Office concerning finance rules and regulations;
- Provide refresh financial training to partners when necessary probably during monthly finance visits;
- Conduct refresh training for Project Office staff on donor and SC financial rules and regulations.

Support for the process of external and internal audit

- Provide programme inputs in preparation of audit ToR and be involved in audit selection process in case of external audit;
- Communicate with partner regarding audit schedule so that Partner can be well informed and prepared themselves in order to set aside their time for working with auditors during the auditor's field visits;
- Participate in pre-meeting and exit meeting with Auditors if needed;
- Facilitate the audit conducted at Project Office and partners office (if required);
- Support the draft responses to auditors' findings;
- Implement and follow up the implementation of auditors' recommendations.

Others tasks required by Finance Manager

SKILLS AND BEHAVIOURS (our Values in Practice)

Accountability:

- Holds self accountable for making decisions, managing resources efficiently, achieving results together with children and role modelling Save the Children values
- Holds the team and partners accountable to deliver on their responsibilities – giving them the freedom to deliver in the best way they see fit, providing the necessary development to improve performance and applying appropriate consequences when results are not achieved
- Creates a managerial environment in-country to lead, enable and maintain our culture of child safeguarding

Ambition:

- Sets ambitious and challenging goals for self and team, takes responsibility for own personal development and encourages team to do the same
- Widely shares personal vision for Save the Children, engages and motivates others
- Future oriented, thinks strategically and on a global scale

Collaboration:

- Builds and maintains effective relationships, with own team, colleagues, members, donors and partners
- Values diversity, sees it as a source of competitive strength
- Approachable, good listener, easy to talk to

Creativity:

- Develops and encourages new and innovative solutions
- Willing to take disciplined risks

Integrity:

- Honest, encourages openness and transparency
- Always acts in the best interests of children

QUALIFICATIONS AND EXPERIENCE

Essential

- University degree – Finance and Accounting
- At least of 5 years of relevant working experience for a foreign company, preferably with an INGO
- Good spoken and written English language skills
- Good command of computer software: Microsoft Office and accounting software
- Demonstrated experience in arranging payments and bank transactions

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- Demonstrated experience in cash management control, budgeting and monitoring
- Good training skill
- Ability to work independently, as well as in a team
- Good time management skill
- Commitment to and understanding of Save the Children's aims, value

Desirable

- Good command of accounting software, (AGRESSO) is an advantage

Equal Opportunities

- The post holder is required to carry out the duties in accordance with the SCI Equal Opportunities and Diversity policies and procedures.

Health and Safety

The post holder is required to carry out the duties in accordance with SCI Health and Safety policies and procedures.

Additional job responsibilities

The job duties and responsibilities as set out above are not exhaustive and the Post holder may be required to carry out additional duties within reasonableness of their level of skills and experience.

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