

**SAVE THE CHILDREN
INTERNATIONAL PROGRAMS
ROLE PROFILE**

JOB TITLE: Head Office Finance Assistant	
TEAM/PROGRAMME: Finance – Head Office	LOCATION: Hanoi Office
GRADE: D	
CHILD SAFEGUARDING:	
<p>Level 3 - the responsibilities of the post may require the post holder to have regular contact with or access to children or young people</p>	
ROLE PURPOSE:	
<p>In collaboration with and under the supervision of the Head Office Senior Finance and Award Officer, 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 as well.</p>	
SCOPE OF ROLE:	
<p>Line of reporting: Finance Manager, Director of Finance and Support Service</p> <p>Staff directly reporting to this post: N/A</p>	
KEY AREAS OF ACCOUNTABILITY:	
<p>Key accountabilities</p> <p>The following are the main accountabilities:</p> <p><i>Finance Tasks</i></p> <ul style="list-style-type: none"> • Support the review of all advance and payment requests for Head Office, partners’ reports ensuring all advances and payments are processed on time; • Posting transactions and process payment; • Liaise with the bank for any banking issues. Being the first focal point for bank to contact in cases they need any verifications/adjustment/additional information related to bank transfer; • Inform program/admin staff when payments for their advance, claims, payment for suppliers and consultants’ have been processed; • Do payment confirmation after the bank transfer online payment is done and update bank books into Agresso; • Strictly follow up cash balances held by Head Office, ensuring that there is no negative bank balance, i.e. always check bank balance before issuing online payment; • Prepare and send authorised letter for acting CD to the bank. Ensure the process to be done before and for the whole period that CD is out of office; • Record bank charges & bank interest for the bank account; • Do monthly bank reconciliations for the bank account; • Together with cashier to count cash weekly; • Support month end and year end procedures; • Support finance team’s visits to partners and visits to Head Offices; 	

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- Maintain the filing of monthly accounting vouchers, journals, spreadsheets and other finance documents;
- Help external Auditors locate accounting vouchers & financial supporting documents when needed;
- Photocopy, scan and translate financial documents when required;

Others tasks required by Finance Manager, Director of Finance and Support Services.

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 or qualification in relevant subject (business, economics, accountancy);
- Minimum of associates degree in accounting, or significant accounting coursework;
- Working experience with international organizations/ multinational national companies is preferred;
- At least two-year working experience in an accounting role;
- Teamwork oriented and willing to contribute at various levels;
- Strong organizational skills and ability to complete a wide variety of tasks; and
- Proficiency in various Microsoft Office and accounting programs, and willingness/ability to learn new applications.

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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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