

### **Administrator cum Finance Officer**

Vietnam Association for Education for All (VAEFA) is a network local non-governmental organizations, research centers, community groups and experts who work together on Education for All goals, now is the Sustainable Development Goal 4 (Quality Education) to 2030.

VAEFA is currently looking for qualified candidates to fulfill the position of Administrator cum Finance Officer.

This position will be under the supervision of the National Coordinator, the Administrator and Finance Officer will ensure works quality, progress and timeline in an effective way and in accordance with to VAEFA regulations and Vietnamese Laws.

#### **Administration:**

- Provide translation from English to Vietnamese and vice versa (letters, minutes of meeting and other documents)
- Ensure information flow internally and externally among and between VAEFA members, working units and partners
- Inform and update VAEFA's members on local and global news and events on education
- Classify in and out documents and maintain the filing system (hard copy and soft copy)
- Update the contact list of VAEFA members, partners and suppliers
- Provide instructions on the procedure to become a member of VAEFA. Update the procedure when required
- Collaborate with Program Officer in logistic preparations for project activities and events (invitation, visa application, meeting room, accommodation and travel arrangements,...)
- Provide support in communication and reporting works as required
- Monitor the office inventory

#### **Finance:**

- Prepare and review the financial / budget plan, MOU/ contracts, financial reports on monthly regular basis
- Be responsible for payment procedure to suppliers and related stakeholders in cash or bank transfer alignment with the cost norms, guidelines of the Coalition as well as the legal frame work of Vietnam
- Ensure all financial transactions are adequately authorized, documented and processed
- Maintain the financial documents properly according to Donor's requirements and Vietnamese Law
- Provide financial guidance and support to members and ensure that all financial activities within the cost norms and guidelines of VAEFA
- Closely work with partners on budgets and disbursement requests and fund disbursement process
- Coordinate with internal and external auditors to ensure successful audits.

**Human Resource:**

- Update information and regulations of Social insurance and Tax Department
- Be in charge of registration of social insurance and tax payment for new staff

**Requirement:**

- University degree
- At least 2 years of work experience in administration and finance
- Sound understanding of financial system and procedures
- Good command of English
- Excellent in using Word, Excel, PowerPoint, scan, and Outlook
- Excellent interpersonal skills
- Experience working for NGOs and in a network of organizations is an advantage

If you find yourself qualified for the position, please send your CV and application letter to [po.vcefa@gmail.com](mailto:po.vcefa@gmail.com) by 30th June 2017. Please note that only shortlisted candidates will be contacted.