

Project Accountant

VIETNAM COOPERATIVE DEVELOPMENT PROJECT

JOB DESCRIPTION

PROJECT ACCOUNTANT

The Vietnam Cooperative Enterprise Development (VCED) Project is co-managed by SOCODEVI and CMARD2 with the financial contribution of Global Affairs Canada.

VCED Project aims to improve Vietnamese cooperative sector contribution to gender-equitable economic growth and to women and men farmers' livelihood conditions. To achieve this, VCED Project will work at three different levels:

1. Establishment and strengthening of sustainable agriculture cooperative enterprises in strategic value chains within the Vietnamese economy to become models of reference for scaling up;
2. Improvement of productivity and quality of agriculture production in a sustainable manner at the farm (household W/M) level, with value added;
3. Support the Government and stakeholders of the cooperative sector in the establishment of an enabling environment for the cooperative development.

SUMMARY:

Under the supervision of the Administrative and Financial Officer performs professional accounting work including the bookkeeping, examination, analysis, maintenance, reconciliation, and verification of financial records; develops and implements accounting systems; and performs related duties as required. In the accomplishment of his/her job the Project Accountant will look at the enforcement of the policies and procedures adopted. He/she will propose procedures modifications in order to facilitate and enhance the reliability and quality of financial report. He/she look at delivering and submitting monthly financial report to the Administrative and Financial Officer according to the laid down deadline.

WORKING PLACE: Ho Chi Minh City, Vietnam

DURATION: 1 year contract with extendable ability to 2020.

STARTING DATE: Sep 2017

GENERAL DUTIES :

- Implements SOCODEVI's accounting system and procedures in collaboration with SOCODEVI headquarters' staff and the Administrative and Financial Officer.
- Uses established guidelines and contracts to analyze and evaluate expenditures and determine the maximum allowable disbursement according to the budget.
- Carry out the bookkeeping and prepare all documents needed for the delivering of the monthly financial report
- Makes sure that the Project has sufficient funds to operate and prepare the treasury forecast.
- Manages the petty cash.
- Supervises and controls on a monthly basis accounting operations and expenses done by the project's provincial offices
- Reviews and analyzes grants, contracts, and proposals for soundness and adherence to the administrative procedures.
- Prepares a variety of detailed accounting, statistical, and narrative financial statements or reports requiring analysis and interpretation; and works closely with SOCODEVI head office.
- Collaborate with Coop Advisors to support and monitoring project's cooperatives in accounting practices as needed.
- Collaborate with Facilitators to update project's data in the M&E system

KNOWLEDGE AND SKILL REQUIREMENTS:

- Bachelor degree in accountancy;
- Minimum of 3 years of experience in accounting, experience in international project accounting will be an asset
- Experience in budgeting
- Good knowledge and skills of national laws and regulations regarding labor, tax and others
- Good knowledge and skills of accounting software, knowledge of ACCPAC will be an asset

- Excellent knowledge of Microsoft Office
- Excellent knowledge and skills in English communication and writing.

Please send your application (letter of interest and resume) before Aug 18th, 2017, clearly specifying in the “subject box” of your @mail: **“Project Accountant position - with your complete name”** to the following @mail address: VCEDproject@socodevi.org.