

Finance Assistant

Save the Children's vision is a world in which every child attains the right to survival, protection, development and participation. Our mission is to inspire breakthroughs in the way the world treats children, and to achieve immediate and lasting change in their lives.

Save the Children started our work in Vietnam in 1990, and implements programs in the key thematic areas: Education, Health and Nutrition, Child Protection, Child Rights and Governance, Child Poverty, Disaster Risk Reduction (DRR) and Emergency Response. At present, Vietnam Country Office has programs in 20 out of 63 provinces in Vietnam.

Save the Children in Vietnam continues to develop innovative programming that reflects the overall strategic goal of measurably improving the survival, health, protection and development of Vietnam's poorest children by strengthening the capacity of women and children, caring adults, communities and partner organizations.

Save the Children is committed to ensuring that all our personnel and programmes are absolutely safe for children.

CS positioning statement:

We need to keep children safe so our selection process, which includes rigorous background checks, reflects our commitment to the protection of children from abuse.

We are looking for a Vietnamese national for:

Vacancy: Finance Assistant

Based in Hochiminh

Main Responsibilities: In collaboration with and under the supervision of the Senior Finance 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 asIn the event of a major humanitarian emergency, the role holder will be expected to work outside the normal role profile and be able to vary working hours accordingly.

Key competencies

- Bachelor's degree in finance or related subjects
- At least 3 years experience in financial management, preferably in international organizations, INGOs and/or bilateral organization
- Good financial management skill
- Have strong sence in compliance
- Good interpersonal, communication and teamwork skills
- Fluent English speaking and writing skills
- Proven commitment to children rights and equality of opportunity
- Good computer and IT skills

Please send CV and a completed application form, contact of three referees and a covering letter in English addressing the list of competencies to: **4th Floor, Mercury Building, No. 444 Hoang Hoa Tham street, Tay Ho District Hanoi** or by Email: Vietnam.HR@savethechildren.org
The SC's [application form](#) and full [job description](#) are available here.

The closing date for application is **5 pm on 06th November 2017**. Applications will be treated in confidence. Due to the volume of applications we receive, only short-listed candidates will be contacted and CVs cannot be returned.

Save the Children is an equal opportunities employer. Our selection processes reflect our commitment to the protection of children from abuse, and our people are as diverse as the

challenge we face. We welcome applications from all qualified candidates, regardless of age, disability, HIV/AIDS status, race, national origin, religion, or sexual orientation.