

GreenViet Biodiversity conservation centre (GreenViet) is a non-government established on October 4, 2012 in Da Nang. Main activities of GreenViet are doing researches, conducting communication and education projects in saving biodiversity, forming and developing the environmental friendly lifestyle.

GreenViet is looking for a finance officer in Da Nang city

Position: Finance Officer

Working location: 60 Thanh Vinh 2, Tho Quang ward, Son Tra district, Da Nang city

Job description:

- Monitor and manage cash flows, assets, liabilities and determinant of double entry for each project;
- Preserve and store vouchers, datas and accounting documents;
- Check the rationality of the funding in project writing process and activities implementation;
- Support the audit, tax authorities, inspection teams of the departments related to the financial field of GreenViet;
- Prepare logistics, financial for workshops, meetings organized by the Center

Requirements:

- University degree in Finance, Accounting or related fields
- Fare English, especially writing skills
- At least 1-year experience in NGOs
- Honest, careful, enthusiastic and responsible
- Able to work as a part of the team
- Proficiency computer skills, especially Microsoft Office
- Willingness to travel to remote areas if needed

How to apply:

Please send your CV and related document to truongthuydung@greenviet.org no later than 17h00 December 05, 2019.

We only contact candidates in shortlist for interview.