

VVOB vacancies announcement

Context

VVOB – Education for Development is a Belgian organization that seeks to contribute to poverty reduction and to a fairer world with increased opportunities for all. Our main objective is to sustainably improve the quality, efficiency and effectiveness of education and training in developing countries.

Currently, VVOB Vietnam is implementing 1 programme and three projects:

1. Programme: “Mitigating Preschool Children’s Barriers to Learning in Disadvantaged and Ethnically Diverse Districts”- BAMl in Quang Nam, Quang Ngai, Kon Tum provinces (2018-2021)
2. Project: “GENder-responsive Teaching and Learning in the Early years”- GENTLE in Quang Nam and Quang Ngai provinces (6/2018-5/2021)
3. Project: “Communities of practice Inspiring Teaching Innovations in the early Education System in Vietnam”- CITIES in Danang city (6/2019-5/2020)
4. Project: “iPLAY Vietnam – Integrating Play-based Learning Activities among Young learners in Vietnam” in Lai Chau, Ha Giang, Thai Nguyen, Ha Noi, Quang Tri, Da Nang, Quang Ngai and Ho Chi Minh City (12/2019 – 11/2023)

Position

For iPLAY project, VVOB Vietnam is recruiting a dynamic team of education experts and learning facilitators that will develop creative ways to introduce innovations in the primary education system – always in close collaboration with the Vietnamese Ministry of Education and Training and provincial Departments of Education and Training across the country. The project will be implemented in synergy with international partner organisations of VVOB.

VVOB Vietnam is currently looking for qualified candidates for **01 Project Accountant**. The accountant reports directly to the Deputy Programme Manager. Other collaboration lines is shown in the organogram.

Key responsibilities:

Ensure proper and timely use and update of Navision accounting system:

- Classifying, scanning and uploading invoices and reconciling the cash book and bank book of the project
- Entering data in Navision- global accounting system
- Follow up on advances, vendors, internal transfers

Ensures timely collection of good quality accounting documentation according to the latest financial guidelines

- Assisting in developing and providing adequate templates / forms
- Controlling the quality and completeness of accounting documentation (costs of expenses, approval forms, justification documents...)
- Following up on the local obligations on personal income tax
- Preparing monthly payroll and yearly audits
- Coordinate and supervise the compliance of financial guidelines and procedures and correct implementation of procedures

Develop the capacity of partners and VVOB staff in the field of accounting and accounting requirements

Required Skills and Experience

Essential

- Bachelor or Master Degree in accounting or business management or equivalent by experience

- At least three years of relevant work experience in accounting, more specific in double bookkeeping
- Fluent in Vietnamese
- Good written and oral command of English

Desirable:

- Experience in development sector or nonprofit sector
- Experience with advising and supporting others in accounting related issues is an advantage.

Starting date and working location:

Start date is 01/01/2020 or as soon as possible thereafter in VVOB's office in Ha Noi.

Contract duration and benefit:

The contract will be 4 years and its extension will depend on the budget availability.

Selected candidate will be offered a friendly and creative working environment, a good benefit package including the social insurance according to the government scheme and additional insurance for staff and family, 30 days of annual leave and several professional development opportunities.

VVOB is committed to supporting its staff to achieve their maximum potential and will provide opportunities for professional development for the successful candidate, along with an attractive remuneration package.

To apply please send cover letter and detailed CV in English with at least 3 references to:

Mrs. Nguyen Phuong Anh- Deputy Programme Manager, phuonganh.n@vvob.org and

Ms. Luu Bao Nam Dung- Administrator, dung.lbn@vvob.org

Subject: Application for the position title

Please do not send certificates. Closing date for submission is **29 November 2019 (before 9am)**. While we thank all applicants for their interest, only shortlisted candidates will be contacted.

VVOB is an Equal Opportunity Employer fully committed to achieving a diverse workforce

