**Finance Assistant (Hanoi)**
Post holder reports to the Finance Manager

**Job description:**

***Key Responsibility:*** To support accurately manage day-to-day financial transaction and donation of the charity

*Book-keeping / Accounting Tasks*

Under direction of the Finance Manager provides support to:

* Manages petty cash for office expense and project’s activities expense (if any)
* Support daily input data of the accounts
* Support to do various report, annual report (Audit report)
* Support to manage finance donation on multi channels of Newborns
* Vietnam and ensuring that all income are supported by supporting documents
* Review and prepare various of payments and ensuring that all expenses are fully supported by supporting documents
* Support to HR tasks and admin tasks
* Manage of scanning of finance documents for the annual audits
* Other finance and administrative supports assigned by Line manager
* Carry out any other bookkeeping / accounting task reasonably in line with the status of the post, as directed by the Finance Manager

*Other Tasks*

* Carry out administrative tasks and provide support to other staff teams as necessary.
* Support in logistic arrangement for Newborns training programmes and fundraising/general office management
* Manage and maintain proper filling system for the Accounts and Donations and Administrative (including soft and hard copies)
* Liaise with the programme assistants to keep the donation tracker up to date
* Support to arrange office refreshment (tea break, farewell, etc…)
* Support to follow up various contract payments and documentation with programme staff
* Perform other tasks as allocated by the Finance Manager.

**Person Specification**

* Responsible, accurate, organized, honest, patient, hard-working, enthusiastic and a good team player,
* Proficient in the use of computer software, including spreadsheets,
* Filing, maintaining office systems
* Good communication and interpersonal skills and be confident and able to successfully interact with a wide range of people
* Must have a “can do” attitude, be mature and flexible, self-motivated and enthusiastic
* Basic English
* Basic bookkeeping is advantage

Applications should send a cover letter and CV expressing their interest in the position and two referees.

**All applicantions should email to:****anh@newbornsvietnam.org****, by 4 March 2021.**

**Subject mail: [NBV - 022021] Finance Assistant - Fullname**

Deadline: 4/3/2021