

## JOB PROFILE

<b>Job Title:</b>	Finance officer
<b>Place of Work/Location :</b>	Ho Chi Minh City
<b>Grade:</b>	D
<b>Reports to:</b>	Finance Director
<b>Line management responsibility:</b>	
<b>Indirect line management :</b>	N/A
<b>Budget Responsibility:</b>	N/A
<b>Child Protection Level:</b>	2 plus Child Protection statement

### **Introduction**

Save the Children in Vietnam (SC) works to promote every child's rights to survival, protection, participation and development as set forth in the UN Convention on the Rights of the Child. The current programme focuses on the following core sectors: Health and Nutrition; HIV/AIDS prevention, care and support; Education; Child protection; Child-focused emergency preparedness and response; Child rights governance, including Civil society development; Livelihood; and Advocacy for child-friendly development policy and practice.

### **Job Purpose**

In collaboration with and under supervision of the Finance Director (FD), 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 as. Provide the support to budget holders (BH) to enable them to manage their budgets effectively. Directly manage small scale grants and support monitoring of partners.

### **Key accountabilities**

The detail processes and responsibilities and authority of the position are listed in the "Areas of Accountabilities in Finance" document attached. It is expected the post holder refer to and follow with the mentioned document in his/her everyday work. The following are the main areas:

#### *Bookkeeping:*

- Check all payment requests that are not specifically charged to a grant and payment request from partners of responsibility. Process the payment within the lead time. Enter transactions into the system on daily basis;
- Prepare accruals, provision, prepayments and filing full documentation for access during audit for Ho Chi Minh office and partners of responsibility;
- Responsible to follow-up and reconcile payable and receivable accounts. All outstanding balances of floats must be explained and documented;
- Review and post monthly bank reconciliation reports and staff's float reports;
- Strictly follow year end procedures;
- Immediately inform the Finance Director if any irregularities are detected in financial operations;

- Maintain a comprehensive filing system of finance records for easy access when necessary.

*Reporting:*

- Produce monthly report as per request by Head Office (such as SUN province etc.);
- Produce monthly Budget Monitoring report for Ho Chi Minh office;
- Produce report to PACOM Ho Chi Minh when required;
- Assist FD in preparing annual reports.

*Cash and bank management:*

- Collect Cash Flow Forecast from all sectors in the area and prepare monthly Cash flow request and send to Hanoi for consolidation;
- Ensure that there is no negative bank balance, i.e. always check bank balance before issuing bank payment;
- Regularly check the cash balances to ensure that they are within limits;
- Collect and file all the cash count minutes;
- Liaison with the bank for any banking issues.

*Partner (sub-grant) management and support:*

- Responsible to manage SC's funded projects in the south: about 9 sub-grants (partners). The list of sub-grants (partners) is subject to change from time to time;
- Conduct partner selection and close out procedures;
- Reviewing quarterly financial reports from sub-grants/sub-contract by checking for the accuracy, consistency, budget availability and ensure that full set of reports have appropriate approval before disbursing cash to the sub-grants;
- Develop draft agreement for sub-grants/sub-contracts base on the information of the project documents provided by program staff (such as project proposals, implementation plans, narrative report, budget, cost norm...). Ensure the accuracy, consistency of the project documents as well as the compliance with Save the Children cost norms and donor requirements. Prepare the review cover sheet for management approvals;
- Conduct finance monitoring visits to local partners to ensure sub-grantee's expenditures are complied with approved budget; supporting documents are consistent with Save the Children, donor policies as well as Viet Nam laws and the accuracy of financial reports. Report to DFD and BHs on the financial management issues facing by partners and recommend solution;
- Preparing and providing orientation on financial, administration, accounting guidelines and reporting requirements for sub-grants finance and accounting staff. Provide technical support when required, including building capacity of partners' finance staff;
- Develops the system to manage sub-grant's expenditures by line items including provide information about unspent balances, cumulative expenses and % expenditures to date and etc...

*Payroll:*

- Coordinate with HR Manager in preparation of monthly payroll and PIT calculation for all staff; calculate final payment for staff leaving the office;
- Charging staff costs to grants as per their time sheets;

- Prepare PIT and Social, Health and Unemployment Insurance monthly declaration for all staff and request for PIT payment and Insurance payment to FOSCO;
- Responsible to make annual PIT final settlement for SC staff;
- Calculate, prepare PIT monthly declaration and make request PIT payment to Commercial and Industrial Department for all SC consultants.

*Other tasks:*

- Work closely with the Head of Ho Chi Minh office and admin person to ensure that procurement policies and procedures are followed. Participate in the survey for Preferred List for central provinces;
- Prepare and follow up of periodic internal review / external audit;
- Together with Finance Director and other finance team to conduct finance management training to all staff. Provide monthly induction on general financial procedures for new staff;
- Others tasks as requested by the Finance Director/DFD.

**Working contacts**

**Internal:** Finance Director, Deputy Finance Director, Project Finance Officer (PFO), Operation Director; Budget Holders, Admin Manager, HR manager, finance team members and other programme staff.

**External:** Banks, FOSCO, Tax Department and Commercial and Industry Department; consultants, partners, suppliers of goods and services.

**Person specification**

- University degree – Finance and Accounting
- 5 years working experience for an NGO or a foreign company
- Good spoken and written English language skills
- Good command of computer software: Microsoft office and accounting soft aware, (SUN/AGRESSO) is an advantage.
- Arrange payments and bank transactions
- Cash management control
- Experience in budgeting and monitoring
- Good Training skills
- Ability to work independently, as well as in a team
- Good Time management skills
- Commitment to and understanding of Save the Children's aims, values and principles.

**Note on Child Protection levels**

**Child Protection - level 2**

**Level 2 - the responsibilities of the post do not require you to have one to one contact with children or young people but you may have regular but infrequent contact, usually with different groups of children and young people.**