

**SAVE THE CHILDREN
INTERNATIONAL PROGRAMS
ROLE PROFILE**

JOB TITLE: Field Finance Officer	
TEAM/PROGRAMME: Finance	LOCATION: Ho Chi Minh City
GRADE: D	
CHILD SAFEGUARDING: (choose one) 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 infrequent contact, usually with different groups of children and young people	
ROLE PURPOSE: In collaboration with and under supervision of the Associate Finance Director (AFD), 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.	
SCOPE OF ROLE: Reports to: Associate Finance Director Dimensions: Staff directly reporting to this post: N/A	
KEY AREAS OF ACCOUNTABILITY: The detailed responsibilities and authority of the position are listed in the “Work analysis”. It is expected that the post holder refers to and follows the mentioned document in his/her everyday work. The following are the main accountabilities:	
<u>Book-keeping:</u>	
<ul style="list-style-type: none"> ● Check all payment requests that submit by Ho Chi Minh Office’ staffs 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 Associate Finance Director if any irregularities are detected in financial operations; ● Maintain a comprehensive filing system of finance records for easy access when necessary. 	
<u>Reporting:</u>	
<ul style="list-style-type: none"> ● Produce monthly report as per request by Associate Finance Director; ● Produce monthly Budget Monitoring report for Ho Chi Minh office; ● Produce report to PACOM Ho Chi Minh when required; ● Assist Associate Finance Director in preparing annual reports. 	
<u>Cash and bank management:</u>	
<ul style="list-style-type: none"> ● 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; 	

DATE

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- Liaison with the bank for any banking issues.

Partner (sub-grant) management and support:

- Responsible to manage SC's funded projects in the south. 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 AFD 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:

- Charging staff costs to grants as per their time sheets;
- Prepare PIT and Social, Health and Unemployment Insurance monthly declaration for Ho Chi Minh's staffs and request for PIT payment and Insurance payment to FOSCO;
- Responsible to make annual PIT final settlement for Ho Chi Minh staff's;
- Calculate, prepare PIT monthly declaration and make request PIT payment to Commercial and Industrial Department for 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 south provinces;
- Prepare and follow up of periodic internal review / external audit;
- Together with Associate Finance Director and other finance team to conduct finance management training to all staff. Provide monthly induction on general financial procedures for new staff in Ho Chi Minh Office;
- Others tasks as requested by the Associate Finance Director.

SKILLS AND BEHAVIOURS (our Values in Practice)

Accountability:

- Holds self accountable for making decisions, managing resources efficiently, achieving results together with children and role modelling Save the Children values
- Holds the team and partners accountable to deliver on their responsibilities – giving them the freedom to deliver in the best way they see fit, providing the necessary development to improve performance and applying appropriate consequences when results are not

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achieved

- Creates a managerial environment in-country to lead, enable and maintain our culture of child safeguarding

Ambition:

- Sets ambitious and challenging goals for self and team, takes responsibility for own personal development and encourages team to do the same
- Widely shares personal vision for Save the Children, engages and motivates others
- Future oriented, thinks strategically and on a global scale

Collaboration:

- Builds and maintains effective relationships, with own team, colleagues, members, donors and partners
- Values diversity, sees it as a source of competitive strength
- Approachable, good listener, easy to talk to

Creativity:

- Develops and encourages new and innovative solutions
- Willing to take disciplined risks

Integrity:

- Honest, encourages openness and transparency
- Always acts in the best interests of children

QUALIFICATIONS AND EXPERIENCE

Essential

- University degree – Finance and Accounting
- At least of 5 years of relevant working experience for a foreign company, preferably with an INGO
- Good spoken and written English language skills
- Good command of computer software: Microsoft Office and accounting software
- Demonstrated experience in arranging payments and bank transactions
- Demonstrated experience in cash management control, budgeting and monitoring
- Good training skill
- Ability to work independently, as well as in a team
- Good time management skill
- Commitment to and understanding of Save the Children's aims, values and principles.

Desirable

- Good command of accounting software, (AGRESSO) is an advantage.

Equal Opportunities

The post holder is required to carry out the duties in accordance with the SC Equal Opportunities and Diversity policies and procedures.

Health and Safety

The post holder is required to carry out the duties in accordance with SC Health and Safety policies and procedures.

Additional job responsibilities

The job duties and responsibilities as set out above are not exhaustive and the Post holder may be required to carry out additional duties within reasonableness of their level of skills and experience.

Date of issue:

Author: