

MCNV Representative Office

Job description of the Finance Assistant

Job Summary

This position is responsible for the financial administration of the project undertaken as a part of the Disability Program managed by the MCNV office in Hanoi. This position is requested to reports directly to the Program Manager whilst receive technical guidance from the senior financial officer and supervision from the finance manager of MCNV Vietnam.

Labor time: 40 hours per week

Location: Ha Noi City. Domestic travel is requested when needed

I. Key tasks and responsibilities

1. Budgeting:

- Collect information to prepare detail budgets for project activities

2. Payment:

- Prepare payment form for project activities.
- Prepare logistics and payment instructions.
- Check invoices, receipts, documents to ensure correctness, accuracy and compliance with MCNV policies and procedures, compliance with project/core budget lines
- Review all payments during project implementation in a timely manner, in accordance with MCNV policies & procedures and in compliance with dono's rules and regulations
- Provide MCNV's partners with guideline on policies and procedures on travel and project activities costs when required.
- Update advance tracking for employees and partners on google drive.
- Update payment tracking for suppliers/partner on google drive.

3. Other administrative work related to finance and procurement

- Update the consultant/service contracts implementation progress (actual payments, signing date, amendment date, termination) for finance officer to finalize and share with all staffs
- Support in data collection on potential suppliers/consultants and specifications of product when required
- Photocopy, scan and translate financial documents when required
- Arrange finance logistics for training, workshops, community events when required.
- Prepare bank transactions and transfer to the bank when required.
- Support team to prepare for annual internal and external audits when required

4. Other requirements

- Following MCNV's financial management system.
- Making suggestions for the improvements of the system when possible
- Implementing effectively the internal control system
- Ensure a systematic filing system for both soft and hard parts
- Report accurately and timely to person incharged on any issue observed regarding the applicability of financial guidelines and accounting system of MCNV in the context of project and recommend feasible improvements.

II. Key professional competency requirements.

- University degree required in Accounting and/or Finance
- Experience: Minimum 3 years of experience with financial and/or accounting work. Experience with an NGO or developmental organization is preferred.
- Keep updated with relevant professional knowledge and practice in Viet Nam.
- Experience in working with project partners in different level.
- Able to work independently and in a constructive way in a team
- Fluent in English: reading, writing, speaking and listening
- Excellent in Vietnamese communication.
- Representative skills with high level of professionalism, diplomacy and integrity with colleagues and partners
- Careful, accurate, honest, enthusiastic in carrying out the work
- Willing to learn from colleagues, partners, and stakeholders
- Commitment to travel when need and work under pressure to meet deadlines