



KEY POSITION INFORMATION			
Job Title	Area Development Program (ADP) Bookkeeper		
Reports To	ADP Manager		
Department/Group	Field Operation	Location	Lang Chanh ADP

WORK CONTEXT / BACKGROUND:

WV's Area Development Programs focus within one administrative district of a province which usually populated by ethnic minority people with very high rates of poverty. ADPs are mainly funded by sponsorship funds, and are a phased approach to development, involving clear and consistent assessment, design, and implementing, reporting, monitoring and evaluation and reflection phases. Each ADP is tailored to the needs of a specific community in alignment with WV's strategic priorities. WV works closely with district and commune local authorities and local partners to implement program activities.

Each ADP usually has one ADP manager, one Finance staff, one Sponsorship staff and 3 to 5 other staff who are in charge of Monitoring and Evaluation, Capacity Building, and sectoral projects such as Education, Health, Agriculture and Livelihood etc. A uniqueness of WV's ADP approach and structure is that all ADP team members are based at the district where the ADP is located, which enables them to work closely with government partners and communities on a daily basis.

PURPOSE OF POSITION:

The position supports WV Vietnam to maintain high standards of financial stewardship and assist the ADP or Project Manager in maintaining the books of accounts and other financial records of the ADP or Project & adhering to the financial standards of World Vision financial system to ensure accountability.

ROLE DIMENSION / DESCRIPTION	End Results Expected	Time Spent
FINANCIAL POLICY COMPLIANCE	<ul style="list-style-type: none"> - Administrative financial services are provided to the projects to ensure compliance, quality, accuracy and consistency of work in project implementation. - Consistent service delivery is ensured by collaborating and working closely with all of the team members of the ADP or Project. - All the day to day operational procedures in 	50%

	<p>planning, implementation, monitoring and evaluation, closure, audit, etc. are conducted in timely manner and in line with WV Policy and Procedure as well as Field Financial Manual (FFM).</p> <ul style="list-style-type: none"> - The ADP or Project staff is provided the necessary account analysis codes and assistance to correctly filled in and prepare cash advance, EER, payment request. - The project team is assisted in verifying quotations, procurement, service supply contracts for project- related activity. - Adequacy and correctness of the supporting documents ensured for payments and/or voucher preparation (using Voucher Interface) to ensure consistency with WV's Policy and donor requirements. - The financial transactions are monitored regularly to maintain project financial account in place and in order. - The suppliers of the quotes/bids submitted for major purchases are randomly selected to verify the existence, nature of business (whether it's related to the goods or services being asked to quote or bid), relationship of the supplier with the staff of the project and reasonability of amount quoted. - The quality of the goods and services delivered to the beneficiaries is verified by conducting random visit to the project sites. - WV accounting policies and procedures are communicated to all staff and relevant partners. 	
<p>BUDGET MANAGEMENT & FINANCIAL REPORTS</p>	<ul style="list-style-type: none"> - The ADP or Project Manager is assisted in planning and developing project budget in line with the ADP's Plan of Action and log frame. - The financial reports cover memo prepared with variance explanations, Advances & Payables Aging Analysis (IA 264 & IA 269), the asset register updated, the bank reconciliation performed and sent on time to the Cluster Finance Officer for posting. - The Sunsystem generated financial reports are reviewed with assistance of Cluster FO and NO FO for any non-project related expenses, discrepancies and irregularities from the project finance manual. - The Manager is provided with the necessary management financial report as and when required. 	<p>30%</p>

FILING	<ul style="list-style-type: none"> - Filing system of key documents is established and maintained (in hard copy and soft copy) and in line with audit requirements. - All financial and other records required for audit purposes are maintained, and assistance provided in regular auditing of the ADP or Project. 	20%
--------	--	-----

No. Direct Report:	0	Positions Supervised:	
Other Reporting Relationships			
Financial Authority	No		
Annual Total Budget	Up to US\$200.000		
Decision Making Authority	Within WVV Policies and Guidelines		

Important Functional Relationships:		
Contacts	Reason for Contact	Frequency of Contact (Daily, Weekly, Monthly)
ADP Manager	To get overall guidance and approval	Daily
ADP Team Members	Operational procedures	Daily
Finance Dept. (Cluster Finance Officer and National Finance Coordinator)	To get technical support on funding requests, project income reconciliation and budget preparation.	Weekly
Government Department (VAT & Tax Authority)	Tax Payment	Monthly
Partners	Training & update on financial policy.	Quarterly
Banks	Financial transactions	

Major Challenges:

Challenge	Possible Approaches/Solutions
- The requirement of being based at the project sites in the remote areas, living far away from the family.	- Area Allowance is given to support transportation and accommodation costs. - Staff care activities
- Work under high pressure with continuous changes and new initiatives to adopt.	- Be trained on Change Management Skills, Time Management and Planning Skills.
- Nature of the job sometimes exposes staff to financial temptation and/or undue pressure/threats from others	- Be trained and coached closely to maintain professional ethics and independence. Be supported to speak up against fraud or any unethical behaviour that they may face in their job

Knowledge, Skills, Abilities: <i>(The following knowledge, skills, and abilities may be acquired through a combination of formal schooling, self-education, prior experience, or on-the-job training.)</i>		
Education	- Bachelor Degree; - Majored in finance/ accounting.	- Essential - Preferred
Knowledge & Skills	- Conceptual understanding of and commitment to development work, especially Christian, child-focused, community-based development concepts, approaches and processes; - Good time management and organizational skills; - Good interpersonal and communications skills; - Fair English, especially report writing skills; - Good computer skills in Word, Excel, PowerPoint and email; - Ability and passion to learn about accounting	- Preferred - Essential - Preferred - Preferred - Essential - Essential
Experience	- Experience in bookkeeping.	- Preferred
Work Environment	- Work in a team environment - 25% field visits are expected	
Core Capabilities:	Achieving Capabilities: Achieving quality results and service Practicing accountability and integrity Communicating information effectively	
	Self-Managing Capabilities: Demonstrating Christ-centre life and work Learning for growth and development Maintaining work/life balance and effectiveness	
	Thinking Capabilities: Thinking clearly, deeply and broadly	

	Understanding the Humanitarian Industry Understanding World Vision's mission and operations Practicing innovation and creativity
	Relational Capabilities: Building collaborative relationships Practicing gender and cultural diversity Influencing individuals and groups

Prepared by HRD	Date Revised: 6 August 2010
Reviewed by National Coordinator Sector Finance	Date:
Agreed by Hiring Manager:	Date:
Agreed and accepted by Job Holder:	Date: