

Job Description

Position: Finance Assistant for Mekong Vitality Expanded Project

Supervisor: Field Manager

Duty station: Project Office in Tam Binh district, Vinh Long province

Specific Duties and Responsibilities:

1. Expenditure Plan – Cash request

- Coordinate with the Program Officers to prepare monthly expenditure plan, submit to the Field Manager (FM) for review and certification before sending it to Pact Vietnam office (Hanoi office) for approval.
- Monitor petty cash funds and prepare cash requests to Hanoi Office in accordance with finance and accounting procedures instruction for field offices.

2. Payment Process

- Control and process payments for project activities and field office costs in accordance with monthly approved budgets/ expenditure plan and in accordance with the policy and accounting procedures for Pact and its field offices, ensure all paid costs are allocable, reasonable and eligible.
- Assist in organizing and processing payments for activities held by Hanoi office at the field.
- Pay monitoring visits to community to check requested/ paid payments.
- In coordination with the Admin/Program Intern, check and reconcile all the office consuming items including electricity, water supplies, stationery and other office supplies including periodic inventory taking.

3. Accounting and Financial report

- Update day-to-day financial transactions of the field office operation into computerized accounting software (the Quickbooks) in accordance with Hanoi office's guidelines.
- Prepare and submit monthly financial reports to Hanoi office, together with all original vouchers and supporting documents of the month.
- Scan and file financial reports, vouchers and supporting documents before sending the originals to Hanoi office.

4. Other duties

Other duties as assigned by the FM and/or the Finance Team in Hanoi office.

Qualifications and Experiences:

- Vietnamese national.
- A major degree in finance and accounting.
- At least 2 years of working experience in finance and accounting.
- Careful, Disciplinary
- Team spirit, flexibility, commitment.
- Fair reading and written English.
- Familiar with accounting softwares (preference QuickBooks) and MS Office.