

JOB DESCRIPTION

Job title: Programme Finance Officer

Department: Finance & Administration

Reports to: Finance Coordinator (Programme)

Staff directly supervised: None

Effective date: 1st July 2016

Location: Hanoi office with travels to the fields

Type of contract: Fixed term/Regular

JD consulted with: Head of Finance and Administration

1. WORKING CONTEXT	
<p>Founded in the United Kingdom in 1972, ActionAid (AAI) is a unique international organisation, working with over 25 million people in more than 40 countries for a world free from poverty and injustice. ActionAid's head office is in Johannesburg. ActionAid is the only large international development organisation with head office based in Africa, with offices in Asia and the Americas connecting ActionAid's work in Europe.</p> <p>ActionAid started working in Vietnam since 1989, established its Representative Office in Hanoi in 1992. Since then, it has been focusing the work to end poverty and promote sustainable development in mountainous, remote and difficult regions as well as poor urban areas across Vietnam. ActionAid works in partnership with local partners in different provinces and applies Human Rights Based Approach to all of its works.</p>	
2. JOB PURPOSE SUMMARY	
<p>Verifies the integrity of the financial information maintains accounting and financial reporting system within AAV Programmes and Projects (as assigned) to ensure all financial resources are being well managed and properly used in line with the policies and procedures of AAV</p>	
3. AUTHORITY	
<ul style="list-style-type: none"> ▪ Actively works within assigned tasks ▪ Has right to reject payments/ expenditure that do not follow AAV's financial policies and approved budget project/programme's objectives 	
4. KEY WORKING RELATIONSHIPS	
<p>Internal</p> <ul style="list-style-type: none"> ▪ All AAV staff 	<p>External</p> <ul style="list-style-type: none"> ▪ AAV's partners, auditors
5. MAIN AREAS OF RESPONSIBILITY	
Key responsibilities / accountabilities	Key performance indicators
<p>1. Carries out payment, fund transfer request process and Inputs accounting data into SUN system</p>	<ul style="list-style-type: none"> ▪ Claims/requests are checked against approved budget, accuracy and legitimacy of the voucher to ensure the compliance with AAV's Financial Policies and Procedures. Accurate accounting data is inputted and held.
<p>2. Checks and supports partners, staff in finance management</p>	<ul style="list-style-type: none"> ▪ Accounting documents and financial reports are maintained accurate and in full compliance with AAV's budget, MoU and Financial Policies and Procedures. ▪ Regular field visits to in charged LRPs are conducted as required to ensure each LRP is visited at least every 9 months.

	<ul style="list-style-type: none"> ▪ Partners and AAV's staff are able to understand and strictly follow AAV's Financial Policies and Procedures, including fully adhere to AAV's Finance Policy for partners. ▪ Partners' accountants are able to prepare a quality and timely financial report and financial management system at LRPs level.
3. Trains, guides and shares to partners and staff on finance management	<ul style="list-style-type: none"> ▪ Partners and non-finance staff receive proper training and monitoring on relevant finance management and accounting software (M&E online, Fund Advance Request process) ▪ Standard format is designed, provided and guided to partners. ▪ Finance guidelines to partners are provided and inducted. ▪ Financial guidelines are periodically reviewed as required.
4. Is responsible for relevant reports	<ul style="list-style-type: none"> ▪ Monthly management account are reviewed and sent to budget holders on time. ▪ Partners' financial data is quarterly reconciled. ▪ Report on partners' financial data and finance management performance are prepared and submitted on time. ▪ Donor report are prepared according to their & AAV's requirements and submitted on time.
5. Participates in Budget & Plan process	<ul style="list-style-type: none"> ▪ Inputs are provided to Budgeting and Planning. ▪ Relevant Budget is facilitated, reviewed and consolidated in compliance with AAV's guidelines and templates. ▪ Budget are finalised and prepared to be input to financial software.
6. Participates in Project Proposal, Budget & Plan process	<ul style="list-style-type: none"> ▪ Budgeting for proposals is submitted on time and in compliance with donor guidelines. ▪ Project budgets are checked to ensure the full compliance with AAV's requirement.
7. Supports and follows up auditing	<ul style="list-style-type: none"> ▪ Positive support is provided to internal and external auditors. ▪ Auditors' recommendation is thoroughly and promptly followed up or/and implemented. ▪ Auditor's findings implementation report is updated quarterly. ▪ Technical recommendations are provided to the line manager and Head of Finance and Administration for timely implementation of the audits reports and recommendations ▪ No repeat of the same mistakes/gaps in the LRPs /partners in charge in any case.
8. Participates in LRPs and programme appraisal and evaluation process,	<ul style="list-style-type: none"> ▪ Financial information is analysed and provided to appraisal and evaluation team. ▪ Information on financial data and performance of Partners are prepared and shared upon request.
9. Supports the nationalization of ActionAid Vietnam	<ul style="list-style-type: none"> ▪ Participation in relevant tasks assigned is ensured to support the operation of the Aid for Social protection Program, Project Foundation Vietnam (AFV), the strategic partner of AAV. ▪ Assistance is provided for the smooth transition of ActionAid Vietnam in the nationalization process.
10. Safety & Security	<ul style="list-style-type: none"> ▪ The Safety and Security Plan, Procedures and guideline by AAI and AAV are followed. ▪ The safety and security procedures for staff are implemented. ▪ Risks for staff safety and security are timely reported to Security Focal Person or Head of Department.
11. Others	<ul style="list-style-type: none"> ▪ Partners' accountant recruitment process is involved.

<ul style="list-style-type: none"> ▪ Other tasks as assigned by line manager are well performed. 	
6. QUALIFICATIONS REQUIRED	
Education <ul style="list-style-type: none"> • University degree in finance and accounting or relevant field 	Work experience <ul style="list-style-type: none"> • At least 5 years of working in the similar position or relevant fields • NGO/Project working experience is preferable
Technical knowledge/skills <ul style="list-style-type: none"> ▪ International accounting, particularly charity accounting ▪ Accounting softwares ▪ Financial reports and financial monitoring skills ▪ Program activities ▪ Expertise on Proposal writing and Grant management 	
Language <ul style="list-style-type: none"> ▪ Advanced level of English and Vietnamese 	
Attitude <ul style="list-style-type: none"> ▪ Independent and decisive ▪ Integrity and supportive ▪ Open for learning and solutions ▪ Team work ▪ Result oriented and Accountable 	Adherence to <ul style="list-style-type: none"> ▪ Human Rights Based Approach ▪ Poverty and injustice eradication ▪ Gender equality

Approved & Signed

Agreed & Signed

Line Manager

Employee

Date

Date

Verified & Signed

Verified & Signed

HROD Manager

Head of Finance & Admin

Date

Date

Approved & Signed

Country Director

Date