

Financial Officer

The Technical Support Unit (TSU) - to contribute to the sustainable development of Vietnam and strengthen the capacities in climate change management of Vietnam in relation to Integrated Water Resource Management and Urban Development, particularly to three provinces of Ha Tinh, Ninh Thuan and Binh Thuan, is looking for a qualified financial officer for the duration of 72 months based in Hanoi.

Main task: Responsible for a variety of finance-related tasks including the ones listed below (this list is not exhaustive). He/she works under direct supervision of the International Technical Advisor (ITA) for all own-management-related expenses and of both the Coordinator and the ITA for all co-management-related expenses.

He/she will be one of the members of the Project Coordination Unit, and will work on a full-time basis.

1. Responsible for financial administration and procedures

Control all financial administration issues: solves problems, helps improve financial administration by developing tools, points out and corrects errors and problems, reports any major problem to the co-directors and seeks advice from the LAF when necessary; Supervise compliance with legal and administrative procedures and guidelines; this implies he/she studies, checks and reinforces financial guidelines and procedures of the Belgian Technical Co-operation (for Regie) in addition to the Vietnamese regulations (for co-management), including the Specific Agreement, the TFF and any guidelines provided from Brussels or the Representation in Hanoi; Ensure all instructions received from the representation or BTC headquarters are correctly applied and followed and that the requests are met within the deadline; Update guidelines and system of all types of payments in project, especially allowances;

2. Banking & cheque and cash management

- Prepare, register and keep cheques; Ensures all invoices from external parties (contractors, suppliers...) are paid in due time, by bank transfer, cheque or cash and arrange those documents by date: her/his task of preparing bank transfer and cheque documents and manage pipeline payment to external parties;
- Check and approve document requested by the financial manager;
- Attend and record all bank transactions, maintain bank accounts, ensure monthly bank statements and account overviews;
- Final responsibility for the cash management;

- Ensure liquidation of any internal advances and update advance outstanding by the end of each month and report to financial manager;
- Responsible for sound cash planning & cash withdrawals, so as to avoid cash shortages or large amounts cash in safe (security issue);
- Updates fixed asset register, follow up consultancies, contractor contract and stock of stationary.

3. Financial activity reporting

- Record all project expenses properly in the accounting software, following guidelines and within the deadlines the latest 15th of the following month;
- Produce financial statements for control by PCU management/financial manager, make all necessary corrections and make all preparations for the monthly closing of the accounting;
- Supervise daily entry of expenses in the cashbook;
- Check and control to ensure quality and completeness of justification and supporting accounting documents of all expenses following guidelines;
- Ensure accounting coding and budgeting lines are corrects: this includes verification of financial reports, expenses and supporting documents;
- Ensure monthly balance of Cashbooks/Cashboxes and bank statements are the same, and responsible for completion and approval of reconciliation statements if any;
- Responsible for transparent and consistent filing of all accounting, banking and cash management documents;
- Final responsibility for timely production of FIT statements;
- provide guidance and supervision to the accountant who produces the FIT statements;
- Produce financial reports whenever requested following format laid out (e.g. for steering committees), or develops customized formats for ad hoc reports (in excel); Make electronic back-up of final versions of financial reports.

4. Budgeting and financial planning

- Follow up and update of budget;

- Compare budget and planning with actual expenses;
- Provide monthly overview of budget balance to co-management and technical teams;
- Financial short-and long term planning: overall, yearly and quarterly (in co-operation with co-management and technical teams); monthly and weekly, in co-operation with accountant and financial administrator/logistics assistant;
- Overall management of bank and cash accounts, making cash calls on basis of the financial planning.

5. Auditing, monitoring, consulting, training

- Audit and analyze project expenses monthly, report any inconsistencies or irregularities;
- Control supporting accounting documents on quality and completeness, and follow up on corrections by the accountant;
Consult and monitor financial issues related to technical project components (e.g. transfer of scholarship funds, accountability of beneficiaries and institutions);
- Prepare and provide training on financial management for stakeholders;
- Preparing and assisting internal and/or external financial audit missions;
- Any other tasks reasonably requested.

Qualification

- University degree in finance, business administration or business economics; Minimum 5 years' experience in financial management and project administration; Management experience, and experience with an international organization or NGO;
- Very good hands-on knowledge of excel and word is a must.
- Other programs (Database, accounting programs) a strong advantage;
- Proficient in English with good translation skills;
- Mature, good communicator and team-player;
- Able to work under stressful conditions and not objecting to overtime and field missions.

Please send your application letter and CV to Technical Support Unit Project, R.401-402, B5 Building, Van phuc Diplomatic Compound, 298 Kim ma street, Ba Dinh District, Ha Noi before 16:00pm of Oct 24th, 2016.

Only shortlisted candidates will be contacted