

[Job Description](#_top" \o " The job description provides a set of responsibilities for candidates, new employees, and managers to ensure agreement and understanding of the expectations for a specific role. It allows candidates to asses if they are suitable for an open position and provides a guide for recruiters to screen candidates and streamline the recruitment process.After a candidate is selected and on-boarded, the job description can be used as a guide for setting goals and targets when determining annual performance objectives. It can also assist in formulating training and development plans. )

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| **VACANCY INFORMATION** | | | |
| Job Title | **Senior Finance Officer** | Manager Title | Senior Finance Manager |
| Grade level | 14 | Department | Finance Department |
| Location | Head Office in Ha Noi |

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| **CONTEXT** | | | | | | | | |
| World Vision is a Christian relief, development and advocacy organization working to improve the quality of life of people, especially children who are marginalized and living in poverty. World Vision helps all who are in need, regardless of their religion, race, ethnicity or gender. As a child-focused organization, WV’s work focuses on children, ensuring they are protected and their basic needs are met. World Vision Vietnam (WVV) has been funded from 13 support countries in Europe, Asia, the Americas and Australia. Funding of WVV consists of sponsorship program funding (70%) and Private Non-Sponsorship (PNS)/grants (30%). WVV employs about 430 staff, of which 93% are Vietnamese nationals.  WVV is operating in 4 zones: North 1 (Hoa Binh, Dien Bien), North 2 (Yen Bai, Tuyen Quang, Hai Phong), Central (Thanh Hoa, Quang Tri and Da Nang) and South (Quang Nam, Quang Ngai, Binh Thuan, Ho Chi Minh, DakNong). WVV’s Area Program (AP) usually focuses within one administrative district of a province which populated by ethnic minority people with high rates of poverty. A uniqueness of WVV’s Development Program Approach (DPA) is that AP team members are based at district level where the AP is located, which enables them to work closely with government partners and communities on a daily basis. Beside the APs, WVV is also implementing different Special and Grant Projects to meet the specific needs of vulnerable children in both AP and non-AP areas.  Finance is a support function of WVV with the main responsibilities of maintaining and strengthening the accountability and stewardship over the financial resources being entrusted to the organization.  In addition to the requirement of professional and educational background, staff working for the Finance function are required to possess a strong characteristic of honesty and integrity, as well as the ability to arrange and work under high pressure to meet very strict deadlines of financial reports submission.  By working closely with the AP/Project staff and other support staff, Finance function assists the WVV Management in achieving the office objectives by provision of improved financial management, better compliance, better controls and procedures. | | | | | | | | |
| **[JOB](#MAJOR_RESPONSIBILITES" \o " This is the foundation of the job description. It conveys the complexity, scope and level of responsibility of the job. As such, it is important to describe the duties and responsibilities as accurately, concisely and completely as possible.    There are three sections in which to document. They are broken up into percent of time, activity and end results.  When developing this section group the responsibility into 3 to 5 buckets that capture the main components of the role. It is helpful to divide the tasks and/or responsibility into daily, weekly, monthly, quarterly or annual to aid in understanding the amount of time each area of responsibility will take. Each main responsibility should include related tasks in the delivery of each responsibility.  Next, list the expectation of how each responsibility will be carried out under End Results. End results should be measurable, and time bound and written in a manner that can inform the development of annual performance objectives.  All components of the job description should be written in a manner that a layperson can understand, with all acronyms spelled out the first time they are used within the description.) PURPOSE** | | | | | | | | |
| The position supports WVV to maintain high standards of financial stewardship not only at the National Office but also at the APs/Projects.    The position assists the Senior Finance Manager to ensure financial records comply with WV Financial Policies and Procedures, by assisting with the preparation of accounting reports and statements, reconciling accounts, processing and reviewing journal entries and vouchers, processing National Staff monthly payroll and providing support to achieve all Finance Department and audit requirements. | | | | | | | | |
| **[MAJOR RESPONSIBILITES](#MAJOR_RESPONSIBILITES" \o " This is the foundation of the job description. It conveys the complexity, scope and level of responsibility of the job. As such, it is important to describe the duties and responsibilities as accurately, concisely and completely as possible.    There are three sections in which to document. They are broken up into percent of time, activity and end results.  When developing this section group the responsibility into 3 to 5 buckets that capture the main components of the role. It is helpful to divide the tasks and/or responsibility into daily, weekly, monthly, quarterly or annual to aid in understanding the amount of time each area of responsibility will take. Each main responsibility should include related tasks in the delivery of each responsibility.  Next, list the expectation of how each responsibility will be carried out under End Results. End results should be measurable, and time bound and written in a manner that can inform the development of annual performance objectives.  All components of the job description should be written in a manner that a layperson can understand, with all acronyms spelled out the first time they are used within the description.)** | | | | | | | | |
| % of time | Role Dimension/ Activities | | | | End Results | | | |
| 30% | **FIELD OFFICE ACCOUNTING FUNCTION**   * Receive, verify and import voucher interface from Hanoi and APs on Sunsystems ensuring transactions are consistency and accuracy with WV standard chart of accounts and analysis codes * Review for accuracy and import NO, Project’s budget and budget revisions on Sun systems * CAL allocation is done on monthly basis in compliance with Finance Manual * Prepare Balance Sheet, Income Statement, Trial Balance along with monthly account closing schedules and annexes * Supporting schedules and financial reports are prepared accurately and timely in cooperation with the Finance Department on 10th of each month * Maintain accounting systems and data, and present financial data for both internal managerial purposes and external reporting requirements * Ensure Fiscal Year End is closed as per GC Closing Instructions and deadlines * Track all outstanding advances and payables (more than 30 days) and remind to the relevant staff or Finance Officer in a timely manner * Plan, coordinate and complete NO budget within WV standards and deadlines * Liaise with AP Managers, Zonal Managers, TPs and Operations Director on project budget preparation, issues and concerns * Provide advice to Senior Finance Manager on Accounting and financial management, budget and fund management of projects * Provide effective assistances to the Senior Finance Manager and Management Team through various special analysis reports such as: cash balance trend, projects spending pattern, etc. for better and more effective management of the organisation’s financial resources * Conduct and Report on Annual Insurance survey of all Assets in AP and National Office | | | | * Strong accountability and compliance in accounting and reporting * Timely, accurate and high-quality financial report * Strong stewardship of financial resources to meaningfully contribute to wellbeing of children * NO budget completed within standards & deadline * Efficient and effective financial planning and budgeting processes, in line with WVI requirements * Green rating for balance sheet items management | | | |
| 15% | **GRANT FINANCE**   * Participate in developing grant budget proposals to ensure accuracy, completeness and competitiveness * Provide recommendation for Go/No-Go analysis and decision making for Grant/ PNS project * Oversee grant financial management as per Grant Management Guidelines Liaison between Operations, GAM, Finance team at the National Office, Regional Grant Finance team and other concerned team to ensure well performance and implementation of Grant projects in WVV | | | | * Diversify funding to support WVV strategy * Strong reputation on Grant finance management and performance * Minimised risk exposure within WV and external partner’s organizations | | | |
| 5% | **TREASURY MANAGEMENT**   * Control level of cash for the office as well as each AP within approved target low * Ensure liquidity, efficient cash and bank operations at AP as well as National Office * Ensure seamless management and reconciliation of direct funding account | | | | * Effective liquidity management * Funding reconciled monthly and any issue followed up with relevant Support Office and GC | | | |
| 5% | **FINANCIAL RISK MANAGEMENT AND CONTROL**   * Provide assistance to Senior Finance Manager to minimize risk exposure within WVV and external partner’s operation * Implement anti-corruption and fraud strategies | | | | * Anti-corruption strategy rolled out and understood by all staff * Minimised risk exposure within WV and external partner’s organizations | | | |
| 20% | **PROJECT ACCOUNTING AND SUPPORT**   * Provide training and/or accounting support to the AP staff if necessary, including site visits to projects and APs. * Audits of projects which he/she is not directly providing financial assistance and support to are conducted periodically. * Review project Financial reports regularly | | | | * Sound internal control system and risk management at grass-root level | | | |
| 15% | **PEOPLE MANAGEMENT**   * Work with PnC department to recruit and provide orientation for new staff * Coach the supervised staff to set clear and challenging performance and development objectives in alignment with Finance department objectives, WV’s core values, mindset and behaviour * Provide ongoing coaching, mentoring, support and feedback to ensure their high performance toward the shared goals * Identify and address development needs of staff to ensure that they are well equipped with core and job-specific competencies to carry out quality work * Identify and address staffing issues in a timely and professional manner in working with PnC department | | | | * Finance team is robust and resilient, working together well, resulting in financial management that adds value to the ministry and well-being of children * Effective performance management per WVI guidelines and standards | | | |
| 10% | **OTHERS**   * Lead and ensure the smooth on-going implementation of finance related E-systems. * Inputs to the annual objectives for the Finance Department. * Train finance staff on finance related E-systems and provide other capacity building activities as appropriate * Make appropriate and on-time revisions to the Finance Manual, Field Finance Manual of WV Vietnam in accordance with the WVI Finance manual * Perform any other tasks that may be assigned by the supervisor from time to time * Take responsibility for personal security, accurately identify and assess the dangers and respond in the most appropriate way; take all good faith efforts to keep other WVV staff and property secure with guidance and instruction as being trained by WVV | | | | * Staff’s safety and security * Incidents are reported timely as per the incident management protocols | | | |
| **[KNOWLEDGE/QUALIFICATIONS FOR THE ROLE](#KNOWLEDGE_QUALIFICATIONS" \o " Knowledge skills and abilities allow the recruiter and the candidate to understand what experience is required in order to be successful in the role. It should be listed as the minimum amount of education and experience required.  Knowledge: The level of education, experience and training an individual must have at minimum to be considered qualified for the position. Skills: The proficient manual, verbal, or mental manipulation of data or things.  Specific skills such as ability to create, manipulate and utilize spreadsheets, word processing programs, or proficiency in a second language. Abilities:  The competence to perform an observable behavior or a behavior that results in an observable product, e.g., organize or plan work or coach and mentor others. )** | | | | | | | | |
| Required Professional Experience | | * Minimum 5 years’ experience in finance and accounting, preferably with international humanitarian organizations * Experience of treasury activities, establishment and monitoring of budgets and an understanding of data processing concepts and systems * Experience in bank reconciliation, journal preparation, general ledger, financial statements and government tax requirements | | | | | |
| Required Education,  training, license,  registration, and  certification | | * Bachelor’s Degree in Finance/Accounting/Auditing required * MBA in Finance, MSC in Finance/Accounting/Auditing preferred * ACCA, CIMA, CPA or equivalent preferred | | | | | |
| Preferred Knowledge  and Qualifications | | * Knowledge of accounting theory and financial statements and government tax requirements * In-depth working knowledge of computerized accounting systems, especially SunSystems, PMQ&A. Must be computer literate in Microsoft Office software, especially MS Excel * In-depth working knowledge of Generally Accepted Accounting Principles (GAAP) and the WVI Field Financial Manual * Experience in community development or within WV * Experience in Grant management * Knowledge of WV operations and programming requirements * Ability to review departmental performance against industry standards and benchmarks * Good interpersonal and communications skills * People management skills including coaching, mentoring, performance management * Willingness to support, articulate and demonstrate World Vision’s core values in meaningful ways to colleagues, partners, donors, children and communities | | | | | |
| Travel and/or  Work Environment  Requirement | | * Sitting for long periods of time in front of a computer is common * Requires continual mental concentration and attention to details. * Strict deadlines must always be met and deadline induced mental stress is frequent. * Team of diversity and cross culture * 10% time of field visits is expected | Physical  Requirements | Satisfactory pre-employment medical report verified by medical doctors at licensed hospitals | | Language  Requirements | Vietnamese: Fully Fluent  English: Upper Intermediate |

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| **[KEY WORKING RELATIONSHIPS](#KEY_WORKING_RELATIONSHIPS" \o "Each job will typically have multiple working relationships. In this section, please define the key contacts with whom the incumbent will be required to interact, in order to be successful in the job. Please consider internal contacts outside the immediate department, as well as external contacts.When describing the reason for the contact, describe the interaction in terms of sharing key or complex information, providing business solutions and/or recommendations, or influencing external partners to share in WVI’s vision and mission. )** | | | |
| Contact (within WV or outside WV) | Reason for contact | Frequency of contact | |
| Senior Finance Manager | Receive overall guidance and approval | Daily | |
| Finance Team Members | Work assignment, Learning and sharing about knowledge, skills and experience | Daily | |
| Finance Cluster Support/ AP Finance Officers/ Bookkeepers | Technical Support, Training/ Orientation | Daily | |
| Auditors | Audit | Upon request | |
| Financial Institutions | Bank transactions | Weekly | |
| Functional department | To seek advice, guidance and support to ensure technical quality and compliance with WV’s policies and guidance | | When needed |
| Government Partners (Tax Agency, Custodians) | - Government Insurance & Tax payments  - Compliance with the local laws on Tax and other obligations | Monthly | |
| Support Offices/ Regional Office/ Global Center | - Reporting and queries answering | Monthly | |
| **[DECISION MAKING](#DECISION_MAKING" \o "In this section please include information that describes the role's authority to act, approve, or make decisions. Please think about the responsibilities of the role in terms of: Supervision of work – Is the WHAT and the HOW clearly prescribed and reviewed. Directed Work – The WHAT is prescribed but the HOW is only prescribed at the level of policies and general rules or precedents. Guided Work – The WHAT is prescribed only in very general terms and the HOW is not prescribed at all, although it would be subject to the general limitations of the organizations’ business and way of doing business.  )** | | | |
| Within WVV Policies and Guidelines. | | | |

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| **CORE COMPETENCIES** | | | |
| Be Safe and Resilient  Deliver Results | Build Relationships  Be Accountable | Learn and Develop  Improve and Innovate | Partner and Collaborate  Embrace Change |
| For Management positions only | | | |
| Model Self-Management | Engage, Influence, Lead  and Grow Others | Run an Effective  and Agile Organisation | Develop the Organisation  for the Future |

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| **APPROVALS** | |
| Line Manager Name: | Approval Date: Click or tap to enter a date. |
| Matrix Manager Name: | Approval Date: Click or tap to enter a date. |
| P&C Name: | P&C Approval Date: Click or tap to enter a date. |