

Job Description

VACANCY INFORMATION

Job Title	WV Finance Manager	Manager Name/Title	Finance and Corporate Services Director
Grade level	15	Department/Office	Finance Department
		Location	Head Office in Ha Noi

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 (WV) has been funded from 13 support countries in Europe, Asia, the Americas and Australia. Funding of WV consists of sponsorship program funding (70%) and Private Non-Sponsorship (PNS)/grants (30%). WV employs about 400 staff, of which 99% are Vietnamese nationals.

WVI Vietnam is operating in 25 Area Programs (AP) in 4 zones: North 1 (Dien Bien, Ha Noi, Hai Phong), North 2 (Thanh Hoa, Hung Yen, Quang Ninh), Central (Quang Nam, Quang Tri, and Da Nang), and South (Quang Ngai, Ho Chi Minh, DakNong). WVI Vietnam's AP usually focuses on one administrative district of a province which populated by ethnic minority people with high rates of poverty. A uniqueness of WVI Vietnam's Development Program Approach (DPA) is that AP team members are based at the district level where the AP is located, which enables them to work closely with government partners and communities on a daily basis. Besides the APs, WVI Vietnam 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 WV 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 WV Management in achieving the office objectives by provision of improved financial management, better compliance, better controls and procedures.

JOB PURPOSE

The Finance Manager position will oversee and manage all financial operations of World Vision Vietnam, International, ensuring accurate and timely financial reporting, budget management, financial analysis and forecasting, and compliance with partnership policies, accounting principles and financial reporting regulations. This position works closely and reports to the Finance and Corporate Services Director to provide financial insights and recommendations to ensure the resources of the organization are managed and used efficiently and effectively according to its intended purpose. This role requires a strategic thinker with excellent analytical, communication, and leadership skills, as well as a solid understanding of financial systems, processes, and best practices. This role is a position of confidence and shall be involved in the payroll related financial processes. This position shall ensure relevant risks are identified, mitigated and ensures policies and guidelines are complied with, reviewed and updated timely as appropriate. This position supervises two Senior Finance Officers and shall also ensure capacity building staff development are provided to the team relevant to the function, direction and requirements of the organization.

MAJOR RESPONSIBILITIES

% of time	Activity (Role Dimension)	End Results
20%	<p>GENERAL ACCOUNTING</p> <ul style="list-style-type: none"> - Distribute & Review central procurement requisition transactions, Finance reviewer's approval of PR, PO, send invoice to provision - Act as S&B Finance focal person: reviewing the accuracy of monthly payroll including insurance (before 26th), validate time-tracking codes (before 5th), booking S&B cost allocation (before 10th), reviewing accuracy of PIT calculation (before 20th) and reviewing final settlements (upon request) upon P&C Director's approval. - Review & Approve Processing, Recording, Review and approval of SA/PA. - Distribute & Review Clearing common cost: Telephone & Internet, maintenance at NO, occupancy/rental, utilities, office cleaning: 	<p>Accurate, timely and efficient accounting services are provided to finance customers. This includes timely processing and payment of invoices, timely review of payroll related transactions, SA/PA, GEMS and other utilities and financial transactions of the organization.</p>
15%	<p>MONTHLY REPORTING</p> <ul style="list-style-type: none"> - Review Split Billing Info, work with SSC to perform monthly Split Billing Clearance (in line with monthly accruals report) - Review & Approve the Calculation of exchange rate - Review the Performing of CAL and SCR - Review Bank recon - Review PBAS recon - Review the Performing of GL & GIK reconciliation - Review Aging report - Distribute Account allocation (Distribution TBD) 	<ul style="list-style-type: none"> - Accurate, on-time and efficient processing and submission of reports for partnership, donors and regulatory compliance. - Financial reports and analysis are available and discussed with Management for informed decisions.

	<ul style="list-style-type: none"> - Review Asset report coordination and reconciliation (Annually - REAM & FFR) - Prepare Monthly Financial Review and Summary (Including Quarterly) - Approve Run grants/ PNS monthly report - Distribute the task and review in Leading the Year end closing 	
10%	<p>TREASURY MANAGEMENT AND REGULATORY COMPLIANCE</p> <ul style="list-style-type: none"> - Review Direct/ Grant funding (Through SO) - Review GC Funding (Through Global Treasury) - Approve Funding reconciliation and follow up - Approve Monitor cash target low - Overall Tax and statutory compliance - Tax and statutory compliance: Review project tax refund submission and other related tax regulations - 	<ul style="list-style-type: none"> - The organization has available funds as needed. - The organization is compliant to relevant tax and regulatory requirements
15%	<p>GRANTS ACQUISITION AND MANAGEMENT</p> <ul style="list-style-type: none"> - Scanning the proposal requirement; Participate in Go-or No-GO (Finance), Review and approve up to \$500k - Review and Approve Pre-Proposal Stage: Calculate CAL cost for the proposal, Finalize allocation and negotiations: CAL of >10%. P&C to approve S&B - Review and Approve Proposal preparing stage: design, budget, due diligence - Review and Approve Proposal negotiation and award - Review, endorse project financial reports to the project team - Review Grants closure stage: endorse final audited financial reports: Informed (issues) <p>Note: Extend contract of Project Manager and bookkeeper, depending on donor approval, also include in proposal budget</p>	<ul style="list-style-type: none"> - Grants budgets cover full and relevant costs for efficient and effective implementation. - Implementation of grants are in accordance with donor, partnership and regulatory requirements. - Grant audit ratings are acceptable.
15%	<p>PROGRAMS FINANCE MANAGEMENT AND COMPLIANCE</p> <ul style="list-style-type: none"> - Oversee Field Bookkeeper/Finance Officer (Matrix Management) - Lead Program Financial Management-budgeting and reporting - Lead Partner Due Diligence, Risk Assessments and monitoring (including Blocked Parties Screening) - Lead Capacity building of Field Finance and Partners - Lead Project Risk Management and Compliance (Project financial review, field visit) 	<p>Programs and Operations are provided with relevant financial technical support, capacity building necessary for ensuring effective and efficient financial management of programs.</p>
10%	<p>E-SYSTEMS</p> <ul style="list-style-type: none"> - Oversight SunSystem Administrator, FFR Db - Act as Horizon - Finance point person - Oversight ProVision Super-user & Support 	<p>Relevant financial systems are operational and working efficiently and effectively ensuring relevant controls are in place.</p>

	<ul style="list-style-type: none"> - Oversight Provision Lead: monitor ProVision KPI, overall system setup (Finance side) - Oversight Provision Lead: lead the implementation of any ProVision expansion project - Oversight the Review and approval of MDM request: Approve Supplier profile - Lead the Coordination on P2P process with SSC - Oversight GEMS - Point person - Review Bank related administration: - Maintenance of bank signatories/online banking, administration of SCB. - Analyze Data Analysis/Pbi - Oversight Blocked Parties Screening 	
15%	<p>STRATEGIC FINANCE AND PEOPLE MANAGEMENT</p> <ul style="list-style-type: none"> - Lead NO Budgeting and Midyear Review - Lead KAIZEN - Lead Staff Capacity and Development (including anti-fraud, anti-corruption, conflict of interest, others) - Lead Financial Policies and Guidelines - Review Risk management & Risk Management Systems (Risk Committee, IIM, Risk register) - Membership in Central Procurement Committee - Chair regular monthly/ annual coordination meeting to build capacity, update and support to field finance staff - Prepare FFR discussion and get ND Approval 	<ul style="list-style-type: none"> - Finance structure, policies, processes and guidelines are in place, regularly reviewed and improved to support organizational requirements - Complete finance staffing. - Staff capacity building and development plan in place and implemented

KNOWLEDGE/QUALIFICATIONS FOR THE ROLE

Required Professional Experience	<ul style="list-style-type: none"> - Minimum 8 years' experience in finance position with medium business/medium NGO/government agency - Minimum 2 years' experience in finance management position - 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	<ul style="list-style-type: none"> - Bachelor's Degree in Finance/Accounting/Auditing - MBA in Finance, MSC in Finance/Accounting/Auditing - Preferably CPA, ACCA, CIMA, or equivalent.
Preferred Knowledge and Qualifications	<ul style="list-style-type: none"> - Solid knowledge of accounting principles, financial systems, budget/cash flow monitoring and internal accounting controls - Ability to solve complex problems and to exercise independent judgement - In-depth working knowledge of computerized accounting systems, especially SunSystems, PMQ&A. Must be computer literate in Microsoft Office programs, especially MS Excel - In-depth working knowledge of Generally Accepted Accounting Principles (GAAP) and the WVI FFM.

	<ul style="list-style-type: none"> - 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 - Demonstrated ability to manage and Ability to lead with transparency and stay accountable - Ability to work on a cross-cultural environment with a multi-national staff - Good interpersonal and communications skills - 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	<ul style="list-style-type: none"> - 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

KEY WORKING RELATIONSHIPS		
Contact (within WV or outside WV)	Reason for contact	Frequency of contact
Finance and Corporate Services Director	Decision making, change management, consulting	Weekly or monthly
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/ Donor Agencies/ Financial Partners	- Reporting and queries answering, updates, financial and compliance reviews	Monthly or as needed

DECISION MAKING

Within WV Policies and Guidelines.

CORE COMPETENCIES

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| <input type="checkbox"/> Be Safe and Resilient | <input checked="" type="checkbox"/> Build Relationships | <input type="checkbox"/> Learn and Develop | <input type="checkbox"/> Partner and Collaborate |
| <input type="checkbox"/> Deliver Results | <input checked="" type="checkbox"/> Be Accountable | <input type="checkbox"/> Improve and Innovate | <input checked="" type="checkbox"/> Embrace Change |

For Management

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| <input type="checkbox"/> Model Self-Management | <input checked="" type="checkbox"/> Engage, Influence, Lead and Grow Others | <input checked="" type="checkbox"/> Run an Effective and Agile Organisation | <input type="checkbox"/> Develop the Organisation for the Future |
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