

[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. )

|  |  |  |  |
| --- | --- | --- | --- |
| **VACANCY INFORMATION** | | | |
| Job Title | **Area Program Bookkeeper** | Manager Name/Title  Matrix Manager | Area Program Manager  Senior Finance Manager |
| Grade level | 11 | Department/Office | Field Operations |
| Work Location | Area Program |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **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. | | | | | | | |
| **[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 WV Vietnam to maintain high standards of financial stewardship and assist the AP Manager in maintaining the books of accounts and other financial records of AP & adhering to the financial standards of World Vision financial system to ensure accountability. | | | | | | | |
| **[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 | Activity | | | | End Results | | |
| 40% | **Financial Policy Compliance**   * Provide administrative financial services to the project to ensure high level of compliance, quality, accuracy and consistency of work in project implementation. * Ensure consistent service delivery by collaborating and working closely with all of the team members of the AP or Project. * Conduct all the day to day operational procedures in planning, implementation, monitoring and evaluation, closure, audit, etc. in timely manner and in line with WV Policy and Procedure as well as Field Financial Manual (FFM). * Provide the AP or Project staff the necessary account analysis codes and assistance to correctly filled in and prepare cash advance, EER, payment request. * Ensure adequacy and correctness of the supporting documents for payments and/or voucher preparation (using Voucher Interface) to ensure consistency with WV’s Policy and donor requirements. * Monitor the financial transactions regularly to maintain project financial account in place and in order. * Deliver the quality and accuracy of the goods and services to the beneficiaries is verified by conducting random visit to the project sites. * Upgrade knowledge and skills of the staff and partner on relevant WV accounting policies and procedures. * Provide assistance to other projects and APs when necessary and required by participation in cross-review; assisting cross-audit and assisting in training the new project finance staff (Bookkeeper or FO). * Ensure the suppliers of the quotes/bids submitted for major purchases are randomly selected to verify the existence, nature of business (whether it’s related to the goods or services being asked to quote or bid), relationship of the supplier with the staff of the project and reasonability of amount quoted. * Ensure the quality of the goods and services delivered to the beneficiaries is verified by conducting random visit to the project sites. * Communicate WV accounting policies and procedures to all staff and relevant partners. | | | | * Strong accountability and compliance in accounting and reporting * Strong stewardship of financial resources to meaningfully contribute to wellbeing of children * Strong partnership at grass-root level * Awareness and understanding of key financial policies and procedures by all relevant staff and partners | | |
| 40% | **Budget Management and Financial Reports**   * Assist the AP or Project Manager in planning and developing project budget in line with the AP’s Plan of Action and log frame. * Assist the Project Manager in planning and developing project budget in line with the Plan of Action and log frame. * The financial reports cover memo prepared with variance explanations, Advances & Payables Aging Analysis (IA 264 & IA 269), the asset register updated, the bank reconciliation performed and sent on time to the Cluster Finance Officer for posting. * The Sunsystem generated financial reports are reviewed with assistance of Cluster FO and NO FO for any non-project related expenses, discrepancies and irregularities from the project finance manual. * The Manager is provided with the necessary management financial report as and when required and adhering to the standards/templates required by donor. | | | | * Strong stewardship of financial resources to meaningfully contribute to wellbeing of children * AP budget completed within standards & deadline * Timely, complete and accurate financial reports analysed and submitted to budget owners and internal stakeholders for better decision making * Strong and sufficient liquidity management | | |
| 10% | **Data analysis and additional funding acquisition**   * Perform financial data analysis and provide financial forecast to assist AP/Project Manager in making data-driven decisions and financial risk management. * Support in acquiring additional funding for AP through developing quality proposal budget for new project. | | | | * Diversify funding to support the strategy * Value added analysis provided * Minimised risk exposure within WV and external partner’s organizations | | |
| 10% | **System, financial administration and others**   * Establish and maintain a systematic filing system of key documents (in hard copy and soft copy) and in line with audit requirements. * Maintain all financial and other records required for audit purposes, and provide assistance in regular auditing of the AP or Project * 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 | | | | * Minimum acceptable audit risk ratings and timely implementation on internal and external audit recommendations * 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 | | * 1-3 years’ experience in finance position * Experience in accounting and finance. * Experience in community development or with NGO. * Experience in capacity building for local stakeholders/partners. | | | | | |
| Required Education,  training, license,  registration, and  certification | | * Bachelor’s Degree in Finance/Accounting | | | | | |
| Preferred Knowledge  and Qualifications | | * Conceptual understanding of and commitment to development work, especially Christian, child-focused, community-based development concepts, approaches and processes. * Coordination skills, including organisation and mobilisation of communities and networking/coordination among different local partners. * Demonstrated training and facilitation skills. * Good time management and organizational skills. * Good interpersonal and communications skills. * Fair English, especially report writing skills. * Good computer skills in Word, Excel, PowerPoint and email. * 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 | | Be based at district level and travel when needed | Physical  Requirements | Satisfactory pre-employment medical report verified by medical doctors at licensed hospitals | | Language  Requirements | Vietnamese: Fully Fluent  English: Intermediate |

|  |  |  |
| --- | --- | --- |
| **[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 |
| AP Manager | To get overall guidance and approval | Daily |
| AP Team Members | Operational procedures | Daily |
| Finance Dept. (Cluster Finance Officer and National Finance Coordinator) | To get technical support on funding requests, project income reconciliation and budget preparation. | Weekly |
| Government Department (VAT & Tax Authority) | Tax Payment | Monthly |
| Functional department | To seek advice, guidance and support to ensure technical quality and compliance with WV’s policies and guidance | When needed |
| Partners | Training & update on financial policy. | Quarterly |
| Banks | Financial transactions |  |
| **[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. | | |

|  |  |  |  |
| --- | --- | --- | --- |
| **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 | | | |
| Model Self-Management | Engage, Influence, Lead  and Grow Others | Run an Effective  and Agile Organisation | Develop the Organisation  for the Future |

|  |  |
| --- | --- |
| **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. |