

[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 | **Accountant** | Manager Name/Title | Senior Finance Officer |
| Grade level | 12 | Department/Office | Finance Department |
| Work Location | Hanoi Office |

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| **CONTEXT** | | | | | | | | |
| World Vision (WV) is a Christian relief and development organization working to create lasting change in the lives of children, families and communities living in poverty. World Vision serves all people regardless of 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 12 support countries in Europe, Asia, the Americas and Australia. Funding of WVV consists of sponsorship program funding (70%) and 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 and Dak Nong). 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 main responsibilities include ensuring that all financial records comply with the WV Financial Policies and Procedures and meet 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 | Activity (Role Dimension) | | End Results | | | | | |
| 80% | **FIELD OFFICE ACCOUNTING FUNCTION** | | * Provide administrative financial services to the National Office to ensure compliance, quality, accuracy and consistency of work in all payments. * Provide administrative support to Finance Officer, Senior Finance Officer in managing bank operation at National Office or AP/Projects * Process Daily payments, Prepare Cash Disbursement Vouchers, Deposit and Journal entries. * Process Data Entry on Sun systems is performed ensuring consistency and accuracy of transactions with WV standard chart of accounts and analysis codes. * Supporting schedules and financial reports are prepared accurately and timely in cooperation with the Finance Department on 10th of each month. * Petty cash is reviewed and cash count is conducted on a periodical basis. * The assets register is regularly updated and reconciled with the Sun systems data and assets are physical verified at least on an annual basis. * All outstanding advances and payables (more than 30 days) are tracked and reminded to the relevant staff or Finance Officer in a timely manner. * Settlement Advices are prepared and submitted on a timely basis. | | | | | |
| 10% | **PROJECT ACCOUNTING AND SUPPORT** | | * Provide accounting support to the AP finance staff, including site visits to projects and APs * Provide assistance to Senior Finance Officer to ensure sound internal control environment at APs/Projects * Provide assistance to Senior Finance Officer in reviewing and reconciling Project Financial reports for accuracy * Provide support to AP finance staff regarding budget management | | | | | |
| 10% | **OTHER RESPONSIBILITIES** | | * Establish filing system of key documents and maintain (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 National Office or APs/Projects * Implement all necessary procedures relating to administration within Finance Department * Perform any other tasks that may be assigned by the supervisor from time to time | | | | | |
| **[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. Experience in community development or with NGO 2. Experience in bank reconciliation, journal preparation, general ledger, financial statements and government tax requirements | | | | | |
| Required Education,  training, license,  registration, and  certification | | 1. Bachelor’s Degree in Accounting | | | | | |
| Preferred Knowledge  and Qualifications | | 1. Knowledge of accounting theory and financial statements and government tax requirements 2. Good interpersonal and communications skills 3. Good computer skills | | | | | |
| Travel and/or  Work Environment  Requirement | | 1. Sitting for long periods of time in front of a computer is common 2. Requires continual mental concentration and attention to details 3. Team of diversity and cross culture 4. Strict deadlines must always be met and deadline induced mental stress is frequent | | Physical  Requirements | Satisfactory pre-employment medical report verified by medical doctors at licensed hospitals | Language  Requirements | Vietnamese: Fully Fluent  English: 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 Officer | Receive overall guidance and approval | Daily |
| Finance Team Members | Work assignment, Learning and sharing about knowledge, skills and experience | Daily |
| AP Finance Officers/ Bookkeepers | Technical Support | Daily |
| Financial Institutions | Bank transactions | Weekly |
| **[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** – For all positions, select the top 3 prioritized competencies from below. Click [here](https://careers.wvi.org/uploads/CoreCompetencies%20Pocket%20Guide%20for%20Website.pdf) for a quick overview of our 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, select the top 2 prioritized competencies from below. | | | |
| 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. |