

[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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| **JOB INFORMATION** | | | | | | | | | | |
| Job Title | | | Micro Finance (MF) Finance Officer | | | Line Manager Title | | Micro Finance (MF) Finance Manager | | |
| Grade Level | | | 13 | | | Department/Office | | Micro Finance Program | | |
|  | | |  | | | Work place | | Ha Noi Office | | |
| **[WORK CONTEXT](#JOB_PURPOSE" \o "The job purpose should state the reason the position exists, its objective, and the degree of supervision needed. Typically, one or two concise sentences capture the main purpose of the job.Example: Under general supervision, this role will develop and deliver on key finance initiatives in order to etc… 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.)** | | | | | | | | | | |
| Micro Finance Program – World Vision Vietnam (MFU) is an independently managed program that promotes transformational development through the provision of micro financial services. MFU was established since 2006.  Micro Finance program’s mission is to foster improvement in the quality of life among the clients in Vietnam by assisting the economically active poor and graduating the moderate and poorest of the poor into entrepreneurial skills. This will be accomplished through a sustainable Micro Finance program that provides access to loans, insurance and savings within program areas. All aspects of the services that MF program delivers are built to lead the development of appropriate models, capacities and systems for Micro enterprise development in Vietnam, resulting in sustainable economic development as part of WVI transformational development ministry throughout Area Program (AP) communities.  MF Program is structured in two management levels: central office in Hanoi and branch office at provincial and/ or regional level. All direct transactions with clients including clients screening, loan processing and loan collection are carried out at communities’ level through a network of local staff.  At present, MF Program is operation in 11 districts in 4 provinces in the north and central of Vietnam. | | | | | | | | | | |
| **[JOB PURPOSE](#JOB_PURPOSE" \o "The job purpose should state the reason the position exists, its objective, and the degree of supervision needed. Typically, one or two concise sentences capture the main purpose of the job.Example: Under general supervision, this role will develop and deliver on key finance initiatives in order to etc… 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.)** | | | | | | | | | | |
| To support MF Finance Manager in maintaining high standard of financial stewardship to ensure the sustainable operation and compliance with existing regulations.  To assist the Manager in the accounting and finance management functions of the Micro Finance Program.  To be mainly responsible for maintaining day to day financial, accounting transactions at NO and reviewing financial reports at branches level in order to ensure compliance with organization policy, Government legislative requirements as well as VFI policies and standards. | | | | | | | | | | |
| **[MAJOR RESPONSIBILITIES](#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** | | | |
| 50% | ACCOUNTING AND FINANCE IMPLEMENTATION   * Transactions are recorded and entered into accounting system at NO level on daily basis. * NO bank(s) reconciliation is monthly prepared. * Financial reports, vouchers, invoice and other financial documents at branches are periodically reviewed through field trips. * All payments are arranged in a timely and cost-effective manner. * Assistance is provided to Finance Manager to prepare for the internal/external/GC audit and implementation accordingly. * Financial record, files, reports are systematically filed for easy access and use. * The account payable and account receivable systems are frequently checked to ensure complete and accurate record of all money. * Staff payroll, benefit and income tax for branch staff are prepared and implemented on a monthly basis. * Timely submission of branches’ financial report and bank reconciliation (hard copies) to Hanoi is ensured. * Fixed Asset, Inventory and other related books are updated as required. | | | | | | * Financial transactions are ensured to comply with VFI policies and standards, local regulators requirement as well as MF Program’s finance manual. * Good preparation and implementation in Audit * Head office transactions/ payroll/ bank reconciliation are well prepared and managed, | | | |
| 15% | PLANNING AND SYSTEM/MANUAL DEVELOPMENT   * Assistance is provided to Finance Manager to prepare and revise annual budget forecast, Plan of Action for both branches and national office as required. * Assist Finance Manager to develop, improve and maintain standard financial systems in order to ensure appropriate levels of security and controls over the organization's resources. * Assist Finance Manager in developing/revising Finance Manual, Finance Guidelines and Internal Control System * Technical oversight is provided to the Branch accountants in formulating the branch accounting system. | | | | | | * Financial budget/ projection is well prepared for Head office level and consolidated for MFU as a whole to ensure all MFU activities are within the budget and with cost effective manner * Finance Manual including Chart of Account is timely revised/updated to meet with the changes on financial recording. | | | |
| 15% | MONITOR AND FOLLOW UP   * The implementation of branch accounting system by Branch accountants is closely monitored; coaching and guidance are provided to them in a timely manner.   SUN System software is well managed; accounting and finance relevant e-copies and files are backed up and secured on a monthly basis. | | | | | | * Good coordination with Branch Accountants/ Zonal Finance Officer * SUN System software is well managed | | | |
| 10% | REPORTING   * Financial reports of NO and branches are consolidated in SUN System and MED report is prepared on monthly basis. * Board report (quarterly) and State Bank Vietnam Report (2 times/year) are well prepared | | | | | | * All financial reports are prepared accurately and timely. | | | |
| 10% | CAPACITY BUILDING AND OTHERS   * Necessary training and other support are identified and provided to Zonal Finance Officer(s)/ Branch accountants. * 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. | | | | | | * The performance of the Branch accountants is supervised, monitored and evaluated; inputs are provided to the annual performance appraisal exercise. | | | |
| **[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 | | * Experience in working with INGOs and or good understanding of community development, especially microfinance environment * Experience in treasury activities, establishment and monitoring of budgets, and an understanding of data processing concepts and systems | | | | | | | | |
| Required Education,  training, license,  registration, and  certification | | * A Bachelor Degree in Accounting or Finance | | | | | | | | |
| Preferred Knowledge  and Qualifications | | * Proven knowledge of Generally Accepted Accounting Principles and a practical knowledge of financial systems and internal controls * Knowledge of accounting theory and financial statements and government tax requirements * Good oral and written communication skills, team building skills, and ability to work in a cross‑cultural environment with a multi‑national staff; * Good English skills (both spoken and written); * Good computer skills (Words, Excel, Access) * Knowledge of Sun Systems * Willingness to support articulate and demonstrate World Vision’s core values in meaningful ways to children and communities. | | | | | | | | |
| Travel and/or  Work Environment  Requirement | | * Requires continual mental concentration and attention to details. * Highly requirement on integrity and accountability * Strict deadlines must always be met and deadline induced mental stress is frequent. | | Physical  Requirements | * Satisfactory pre-employment medical report verified by medical doctors from licensed hospitals | | | | Language  Requirements | Vietnamese: Fluent  English: Fluent |

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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 |
| MF Finance Manager | To get overall guidance, support | Daily/Weekly |
| Zonal Finance Officer(s)/ Branch accountants | Coordination, supervision, finance and accounting support | Daily/Weekly |
| Hanoi Finance Department | Funding, Receivables and Payables | Upon request |
| Government Partners (Hanoi Social Insurance, SCEDFA) | Government insurances for branch staff | Monthly |
| Banks | Bank transactions | Weekly |
| PnC | Update on Compensation and Benefits | 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.  )** | | |
| As per the level of authorities of WV Vietnam and within MFU’s 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: | Approval Date: Click or tap to enter a date. |
| Matrix Manager: | Approval Date: Click or tap to enter a date. |
| Department Heads: | Approval Date: Click or tap to enter a date. |
| P&C Director: | Approval Date: Click or tap to enter a date. |