

Job Description

VACANCY INFORMATION

Job Title	Area Program Finance Officer	Manager Title	Area Program Manager (Line Manager) Senior Finance Manager (Matrix Manager)
Grade level	12	Department	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 PURPOSE

The position supports WVV to maintain high standards of financial stewardship and assist the AP or Project Manager in maintaining the books of accounts and other financial records of the AP or Project & adhering to the financial standards of World Vision financial system to ensure accountability of entrusted funding resources of the AP or Project including Sponsorship funding, Private Non-Sponsorship funding and grant funding.

MAJOR RESPONSIBILITIES

% of time	Role Dimension/ Activities	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.	<ul style="list-style-type: none"> - Strong accountability and compliance in accounting and reporting - Strong stewardship of financial resources to

	<ul style="list-style-type: none"> - 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). 	<p>meaningfully contribute to wellbeing of children</p> <ul style="list-style-type: none"> - Strong partnership at grass-root level - Awareness and understanding of key financial policies and procedures by all relevant staff and partners
40%	<p>Budget Management and Financial Reports</p> <ul style="list-style-type: none"> - Assist the AP or Project Manager in planning and developing project budget in line with the AP's Plan of Action and log frame. - Complete the monthly financial report as per schedule including: <ul style="list-style-type: none"> + Prepare VI data with quality + Prepare bank reconciliation with sufficient supporting document + Extract project's core combined logframe report from Sun system + Timely prepare the financial reports cover memo with variance explanations (quarterly) + Update the asset register - Check and verify the SunSystem generated financial reports for any non-project related expenses, discrepancies and irregularities from the project finance manual. - Update the Manager on the project spending status and pattern to avoid risks of ineffectiveness and material overspending or under-spending of the project budget. 	<ul style="list-style-type: none"> - 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%	<p>Data analysis and additional funding acquisition</p> <ul style="list-style-type: none"> - Perform financial data analysis and provide financial forecast to assist AP/Project Manager in making data-driven decisions and financial risk management. 	<ul style="list-style-type: none"> - Diversify funding to support the strategy - Value added analysis provided

	<ul style="list-style-type: none"> - Support in acquiring additional funding for AP through developing quality proposal budget for new project. 	<ul style="list-style-type: none"> - Minimised risk exposure within WV and external partner's organizations
10%	<p>System, financial administration and others</p> <ul style="list-style-type: none"> - 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 	<ul style="list-style-type: none"> - 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

Required Professional Experience	<ul style="list-style-type: none"> - Minimum 3 years' experience in finance and accounting, preferably with international humanitarian organizations - Experience in community development or with NGO. - Experience in capacity building for local stakeholders/partners. - Experience in accounting and finance. 				
Required Education, training, license, registration, and certification	<ul style="list-style-type: none"> - Bachelor's Degree in Finance/Accounting 				
Preferred Knowledge and Qualifications	<ul style="list-style-type: none"> - Good knowledge of accounting theory, financial statements and government tax requirements - Good interpersonal and communications skills - Good computer skills. 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 - Knowledge of WV operations and programming requirements - 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	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: Elementary

KEY WORKING RELATIONSHIPS

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

Within WVV Policies and Guidelines.

CORE COMPETENCIES – For all positions, select the top 3 prioritized competencies from below. Click [here](#) for a quick overview of our Core Competencies.

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

For Management positions only, select the top 2 prioritized competencies from below.

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