

Job Description

VACANCY INFORMATION

Job Title	Area Program Finance Officer (Temporary)	Manager Title	Area Program Manager (Line Manager) Finance Manager (Matrix Manager)
Grade level	12	Department	Field Operations
		Work Location	Huong Hoa Area Program
UON			

CONTEXT

World Vision is a Christian relief, development, and advocacy organization dedicated to improving the quality of life of people, especially marginalized children living in poverty. World Vision serves all those in need, regardless of religion, race, ethnicity, or gender. As a child-focused organization, its work prioritizes the protection of children and ensuring their basic needs are met.

World Vision Vietnam (WVV) is supported by multiple countries and funded through a combination of sponsorship programs (majority) and Private Non-Sponsorship (PNS)/grants. WVV operates across 14 provinces and implements Area Programs (APs) that focus on communities with high levels of poverty, often including ethnic minority populations. In addition to APs, WVV implements various Special and Grant Projects to address the specific needs of vulnerable children in both AP and non-AP areas.

WVV is headquartered in Hanoi, while majority of staff are based locally in Area Programs and project sites across the country which enables them to work closely with government partners and communities on a daily basis.

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 Compliance <ul style="list-style-type: none"> - Provide administrative financial services to the project to ensure high level of compliance, quality, accuracy and consistency of work in project implementation - Collaborate and work closely with all team members of the AP or Project and provide them with necessary guidance on account analysis codes, preparing cash advance, EER, payment requests. 	<ul style="list-style-type: none"> - Strong accountability and compliance in accounting and reporting - Strong stewardship of financial resources to meaningfully contribute to wellbeing of children

	<ul style="list-style-type: none"> - Conduct 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). - Ensure WVV's financial activities comply with local regulations. - 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. - Ensure the quality and accuracy of quotations, goods and services by randomly selecting to verify and/or conducting visits to the project sites. - Upgrade knowledge and skills of the Aps/Projects' staff and partners on relevant WV accounting policies and procedures. - Provide assistance to other projects and APs, when necessary, by participating in cross-review; assisting cross-audit and assisting in training the new project finance staff. - Provide timely feedback and support to Finance Manager to strengthen WVV's financial management systems. 	<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. - Financial aspect of WVV complies with both WV International policies and local regulations. - Financial management systems are strengthened.
40%	Budget Management and Financial Reports <ul style="list-style-type: none"> - Assist the AP or Project Manager in planning and developing project budget in line with the AP's/Projects Plan of Action and log frame. - Complete the monthly financial report as per schedule including: <ul style="list-style-type: none"> + Prepare Voucher Interface 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/Project 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 <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%	System, financial administration and others <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 - 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 ward/commune level and travel when needed	Physical Requirements	Satisfactory pre-employment medical report verified by medical doctors from 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. (Zonal Finance Officer and NO Finance Officer)	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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