

KEY POSITION INFORMATION			
Job Title	Special Project Finance Officer - Safer Internet, Safer Childhood Project	Hay GL	12
Reports To	Line Manager: Project Officer Matrix Manager: Senior Finance Manager		
Department/Group	Operations	Location	Hanoi or negotiable

WORK CONTEXT / BACKGROUND:

World Vision is a Christian relief and development organisation 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 International in Vietnam (WVI Vietnam) has a total income of USD 17.9 million (FY2020) with funding from 12 support countries in Europe, Asia, the Americas and Australia. Funding of WVI Vietnam consists of Sponsorship program funding (70%) and Private Non-Sponsorship/Grants (30%). WVI Vietnam employs about 430 staff, of which 99% are Vietnamese nationals.

WVI Vietnam currently implements 37 Area Programmes (APs) which operate in 5 zones: North 1 (Hoa Binh and Dien Bien), North 2 (Yen Bai and Tuyen Quang), North 3 (Thanh Hoa and Hai Phong), Centre (Quang Tri, Quang Nam and Danang) and South (Quang Ngai, Binh Thuan, Ho Chi Minh and DakNong). WVI Vietnam’s Area Programs focus within one administrative district of a province which usually populated by ethnic minority people with very high rates of poverty. A uniqueness of WVI Vietnam’s AP approach and structure is that team members are based at district level where the Area Program (AP) is located, which enables them to work closely with government partners and communities on a daily basis. Beside the APs, WVI Vietnam is also implementing different non private sponsorship (PNS) and Grant Projects to meet the specific needs of vulnerable children in both AP and non-AP areas.

Over 70% of the Vietnamese population now has access to the internet. As of June 2021, 9.2% of Facebook users and 18.5% of Youtube users are children aged 13-17. Children use the internet from an early age but do not have enough knowledge and skills to protect themselves from the risk of being sexually abused via chat rooms, live streams, web cameras and smartphones.

WVI Vietnam is developing a project to help Vietnamese children to learn, entertain and grow in safe online and offline environments, with the tentative timeline from January 2022 to December 2024. The project and the positions required to deliver the project will commence upon confirmed funding from the donor.

PURPOSE OF POSITION:

The position supports WV Vietnam to maintain high standards of financial stewardship and assist the Project Manager in maintaining the books of accounts and other financial records of Project & adhering to the financial standards of World Vision financial system to ensure accountability.

Role Dimension/Description	End Results Expected	Time Spent
FINANCIAL POLICY COMPLIANCE	<ul style="list-style-type: none"> - Administrative financial services are provided to the project to ensure compliance, quality, accuracy and consistency of work in project implementation. - Consistent service delivery is ensured by collaborating and working closely with all of the team members of the Project. - All the day to day operational procedures in planning, implementation, monitoring and evaluation, closure, audit, etc. are conducted in timely manner and in line with WV Policy and Procedure as well as Field Financial Manual (FFM) and Financial Standard Requirements from Grant Donors - The Project staffs are provided the necessary account analysis codes and assistance to correctly filled in and prepare cash advance, EER, payment request. - Adequacy and correctness of the supporting documents ensured for payments and/or voucher preparation (using Voucher Interface) to ensure consistency with WV's Policy and donor requirements. - The financial transactions are monitored regularly to maintain project financial account in place and in order. - 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. - The application of Procurement procedure must be ensured as guided by NO, GC - The quality of the goods and services delivered to the beneficiaries is verified by conducting random visit to the project sites. - WV accounting policies and procedures are communicated to all staff and relevant partners. 	30%
BUDGET MANAGEMENT & FINANCIAL REPORTS	<ul style="list-style-type: none"> - The Project Manager is assisted 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. 	30%
FILING	<ul style="list-style-type: none"> - Filing system of key documents is established and maintained (in hard copy and soft copy) and in line with audit requirements and Grant Donor's requirement - All financial and other records required for audit purposes are maintained, and assistance provided in regular auditing of the Project. 	20%

Project Activities Implementation	<ul style="list-style-type: none"> - Assistance is provided to the Project Officer in project planning, implementation and review by developing and ensuring quality, realistic plans of action, budgets, and monitoring and evaluation of activities, outputs, and outcomes. This will be done in alignment with WV's Learning through Evaluation with Accountability and Planning (LEAP) Framework. - Assistance is provided to Project Officer on project implementation, especially implementation of project activities at national level; - Project's progress is kept track and information is updated in liaison and collaboration with other agencies. - Perform other administrative tasks as assigned by Project Officer. 	20%
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No. Direct Report:	0	Positions Supervised:	NA
Other Reporting Relationships			
Financial Authority	No		
Annual Total Budget	Estimated at US\$ 150,000		
Decision Making Authority	Within WVI Vietnam Policies and Guidelines		

Important Functional Relationships:		
Contacts	Reason for Contact	Frequency of Contact (Daily, Weekly, Monthly)
Project Manager	To get overall guidance and approval	Daily
Project Team Members	Operational procedures	Daily
Finance Dept. (Cluster Finance Officer and NO Finance staff)	To get technical support on funding requests, project income reconciliation and budget preparation.	Weekly
Government Department (VAT & Tax Authority)	Tax Payment	Monthly
Partners	Training & update on financial policy.	Quarterly
Banks	Financial transactions	Daily

Major Challenges:	
Challenge	Possible Approaches/Solutions
- Strict requirements and deadlines by the donor	- Be trained on Time Management and Planning Skills, and grant finance

- Nature of the job sometimes exposes staff to financial temptation and/or undue pressure/threats from others	- Be trained and coached closely to maintain professional ethics and independence. Be supported to speak up against fraud or any unethical behaviour that they may face in their job
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Knowledge, Skills, Abilities:		
Education	- Bachelor Degree; - Majored in finance/ accounting.	- Essential - Preferred
Knowledge & Skills	- Conceptual understanding of and commitment to development work, especially Christian, child-focused, community-based development concepts, approaches and processes; - 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; - Ability and passion to learn about accounting	- Preferred - Essential - Preferred - Essential - Essential - Essential
Experience	- Experience in bookkeeping and accounting	- Essential
Work Environment	- Work in a team environment - 25% field visits are expected	
Core Capabilities:	Achieving Capabilities: Achieving quality results and service Practicing accountability and integrity Communicating information effectively	
	Self-Managing Capabilities: Demonstrating Christ-centre life and work Learning for growth and development Maintaining work/life balance and effectiveness	
	Thinking Capabilities: Thinking clearly, deeply and broadly Understanding the Humanitarian Industry Understanding World Vision's mission and operations Practicing innovation and creativity	
	Relational Capabilities: Building collaborative relationships Practicing gender and cultural diversity Influencing individuals and groups	

Prepared by Hiring Manager:	Date:
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Reviewed by Finance Department:	Date:
Agreed by People and Culture Director:	Date:
Agreed by the Job Holder:	Date: