

[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 | Senior Finance Manager | Line Manager Title  Matrix Manager | National Director  Regional Finance Director |
| Grade Level | 16 | Department/Office | Finance |

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| **[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.) *[(Limit 750 characters)](#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.)*** | | | | | | | |
| 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.  Finance is strategic 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 requirements 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. | | | | | | | |
| **[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.) *[(Limit 750 characters)](#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.)*** | | | | | | | |
| Provide overall leadership and oversight to all aspects of financial management in the National Office, ensuring effective financial management, better compliance, better controls as well as reasonably simplified procedures.  This position is seen as a strategic partner, member of the Senior Management/Leadership Team of the NO, with a focus on ensuring accountability, stewardship, coordinating planning and budgeting processes, providing accurate financial data, analysis and advices, as well as developing financial strategy that best serves the NO strategic and program objectives.  Responsible for strengthening finance staff capacity, the development and implementation of good internal controls, risk management, and utilization and safeguarding of assets according to WV approved policies and procedures. | | | | | | | |
| **[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 | | | | End Results | | |
| **30%** | **LEADERSHIP, CAPACITY DEVELOPMENT AND STRATEGIC PARTNERING**   * Provide strong and positive leadership to the finance department ensuring competent and motivated staff are hired and retained, providing efficient delivery of services. * Coordinate professional and personal development of finance staff through adequate orientation, on-the-job coaching, identification of learning, training needs and opportunities (e.g. in accounting, SunSystems, grant management, risk management, leadership, etc.); and succession planning. * Model Christ-centered servant leadership and provide spiritual leadership to his/her team members. * Support ND, Operations, and other non-finance staff in understanding and interpretation of financial statements. * Ensure partnership finance policies and procedures are understood by Senior Management, Operations/Technical staff, Communities, and Local Partners as appropriate. * Develop strong networks internally (other NOs, SOs and partnership entities) and externally (other NGOs, banking entities, communities, etc.) through effective communication, relationships and twin citizenship. * Promote shared resource networks within the region, and the partnership. * Participate in high level meetings with donors * Take lead, coordinate with functional departments, lead Finance team in providing support APs/projects during emergency response in the targeted areas/zone when needed to ensure humanitarian standards and accountability. * Build capacity for sub-grantees in financial management | | | | * Finance team is robust and resilient, working together well, resulting in financial management that adds value to the ministry and well-being of children * Effective performance management per WVI guidelines and standards * Improved retention rate of top performers and key contributors * Low turnover rate for key finance staff * Documentation and sharing of best practices among finance staff, within and across regions * Relevant reports/analysis for decision making produced and discussed with leadership * Non-finance staff understand their role and responsibilities in financial management, as appropriate * Strategic financial leadership provided * Finance team viewed as valued business partners, both internally and externally * Good image of the office in country and in the partnership | | |
| **10%** | **STEWARDSHIP**  Ensure adequate cost efficiency and effectiveness measures are in place and are being followed through:   * Providing cost analysis, promoting benchmarks and making recommendations for determining effective resource utilization at all levels. * Contributing to the development of appropriate policies and procedures for procurement of goods and services, in collaboration with the Supply Chain team | | | | * NO expenditures are within approved NO budget limits and benchmarks * Program/Project expenditures are within acceptable efficiency ratio for Programming vs. Program Management costs based on T7 Programming Codes | | |
| **15%** | **FINANCIAL PLANNING AND BUDGETING**   * In collaboration with other NO Directors, advise the ND on strategic resource acquisition and allocation in line with RWG/VIR (Regional Working Group /Virtual Investment Review) recommendations approved by the Regional Leader. * Coordinate the planning and budgeting process and provide technical support, to ensure global and regional guidelines are met. * Review alignment of budgets between National Office, projects, grants, MyPBAS and Support Offices. * Control of NO budget, cash flow and project funding, by providing timely and relevant information to budget managers, in collaboration with the Operations Leader. * Contribute to the development of WV NO strategic direction and priorities. | | | | • Efficient and effective financial planning and budgeting processes, in line with WVI requirements  • Value added analysis provided for the Strategic Investment discussion at RWG/VIR  • Inter-departmental collaboration from the planning and budgeting phase, resulting in improved organizational efficiency and program/projects’ burn rate levels  • Level of cash within approved target low  • 300, 301 and 310 accounts reconciled monthly  • NO budget completed within standards & deadline | | |
| **20%** | **FISCAL ACCOUNTING, COMPLIANCE, MONITORING AND REPORTING**   * Design and manage systems, policies and procedures that provide appropriate levels of security and control of WV assets, resources and operations. * Coordinate the submission of timely, accurate and complete relevant reporting to the Partnership and to internal users. * Define and implement efficient and effective internal control systems. * Adhere to partnership policies, procedures and guidelines as stipulated in the WVI Financial Manual and other documents, including – but not limited to: grant compliance, planning & budgeting, year-end closing, carry forward, accounting and reporting. * Coordinate the timely and accurate submission of financial reports in Notes FFR (Field Financial Reporting) database. * Review the reconciliation of MyPBAS to FFR monthly with action plan for addressing outstanding items. * Provide regular analysis of ADP/Grant financial reports and timely feedback to ADP/Grant managers for decision making * Ensure NO Finance staff visit Programs/Projects to monitor accountability issues, follow up on implementation of audit findings and provide support as needed. * Provide recommendation for Go/No-Go analysis and decision making * Provide leadership on financial management of grants project to ensure compliance with grant agreements/contracts/MOUs | | | | • Strong accountability and compliance in accounting and reporting  • Timely, complete and accurate financial reports (NO and Projects) analyzed and submitted to budget owners and internal stakeholders for better decision making  • MyPBAS reconciled monthly and any issue followed up with relevant Support Office  • Compliance with grant regulations and Grant Approval Protocol  • Carry forward process completed within Partnership deadlines  • Finance staff visiting projects and communities, adding value at the grass-root level | | |
| **20%** | **FINANCIAL RISK MANAGEMENT AND CONTROLS**   * Manage appropriate financial systems and controls and ensure they are in place to avoid significant finance audit risk ratings, both at the NO and project levels. * Coordinate management responses to finance audits performed to the NO and projects; ensure they are sent on time to the Audit Department; and that finance related audit recommendations are implemented timely at all levels. * Coordinate adequate preparation for GC and external audits. * Manage Financial Risk. * Implement anti-corruption and fraud strategies. * Manage directly the safety and security within the team based on guidance WVV guidelines, through security assessment, planning and management. * Identify and mitigate the risks that could impact the achievement of goals of Finance department. * Update regularly the risk registers for Finance department to Riskonnect Software. | | | | * Minimized risk exposure within WV and external partners’ operations * Anti-corruption strategy rolled out and understood by all staff * Awareness and understanding of key financial policies and procedures by all relevant staff * Minimum acceptable audit risk ratings and timely implementation on internal and external audit recommendation | | |
| **5%** | Other tasks assigned by the manager to the team performance | | | |  | | |
| **[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 | | * Minimum 10 - 12 years of relevant experience, preferably with international Humanitarian Organizations. * Minimum 3 years’ experience in finance management position | | | | | |
| Required Education,  training, license,  registration, and  certification | | * Master Degree in Finance, Business Administration or Audit etc or Equivalent Required * ACCA, CIMA, CPA or equivalent preferred | | | | | |
| Preferred Knowledge  and Qualifications | | * Solid knowledge of accounting principles, financial systems, budget/cash flow monitoring and internal accounting controls. * Knowledge of government grant regulations and financial reporting requirements preferred. * Good working knowledge of computerized accounting systems, preferable Sun Systems. Must be computer literate in Microsoft Office software. * Ability to solve complex problems and to exercise independent judgment. * Ability to lead and manage a team including providing spiritual/servant leadership to the team. * Proficiency in written and spoken English * Excellent communication and interpersonal skills. * Willingness to support, articulate and demonstrate World Vision’s core values in meaningful ways to staff, partners, children and communities. | | | | | |
| Travel and/or  Work Environment  Requirement | | Ability and willingness to travel domestically and internationally up to 30% of the time. | Physical  Requirements | Satisfactory pre-employment medical report verified by medical doctors from licensed hospitals | | Language  Requirements | Vietnamese: Fluent  English: Advanced |

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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 |
| National Director | Decision making, change management, consulting | Weekly or monthly |
| Finance staff | Supervision, coaching, overseeing work | Daily |
| Managers | Finance knowledge, strategic finance | Weekly |
| Senior Management Team | Organizational change, strategy | Monthly |
| Regional Finance Team and Regional Finance Director | Coaching, strategy, compliance | Monthly |
| Finance Colleagues (other NGOs, other organizations) | Information and experience exchange, professional support | When needed |
| WVRF Office staff | Major finance issues and coordination | Weekly |
| Communication and Public Engagement Department | Get endorsement for ALL communications materials (any promotion/branding material targeting the external public with World Vision Viet Nam’s logo on it). | When needed |
| All staff | Major finance issues and coordination | 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 WVV’s level of authority | | |

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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: Dan Mtonga | Approval Date: 7/25/2022 |
| P&C Director Phan Thi Uyen Thu | Approval Date: 7/26/2022 |