

TERM OF REFERENCE

Title of Position: Trainee – Area Program Finance Officer
Report to: Dien Bien Dong 2 Area Program Manager
Start date: 1st January, 2026 to 31 March 2026.
Location: Dien Bien Dong 2 Area Program, Dien Bien province.

I. BACKGROUND:

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 400 staff, of which 93% are Vietnamese nationals.

WVV is operating in 13 provinces/cities including Hanoi, Dien Bien, Hai Phong, Hung Yen, Quang Tri, Thanh Hoa, Ha Tinh, Da Nang, Quang Ngai, Ho Chi Minh, Lam Dong, An Giang, Lai Chau. WVV's Area Program (AP) usually focuses within three to five administrative communes 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 the area 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.

II. PURPOSE OF TRAINEESHIP POSTION IN DIEN BIEN DONG 2 AREA PROGRAM

The purpose of the traineeship position – finance - in the Area Program is twofold:

1. **Capacity Building:** To train and build the capacity of trainee through on-the-job training for the future regular finance position when needed. The area of capacity building is mainly in how to support 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.

2. Project Support and Advocacy: through on-the-job training, WVV provides opportunities for trainees to experience the real work of expected position and other position in the program by supporting the implementation of technical projects in targeted communes and advocating for the sustainable well-being of children, especially the most vulnerable.

III. MAIN TASKS AND RESPONSIBILITIES

- Study and understand WVV core values, missions and relevant policies of WVV and practice.
- Study carefully the AP plan, log-frames, and technical models in order to understand more about the project goal, outcomes & outputs as well as approaches of the projects.
- Study and practice providing 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.
- Learn and practice how to 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).
- Learn to 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.
- Study how to ensure the quality and accuracy of quotations, goods and services by randomly selecting to verify and/or conducting visits to the project sites.
- Learn and practice how to 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.
- Collaborate and work closely with other team member to help AP reach its objectives.
- Participate in and carry out other tasks and assignments as requested by AP manager.

IV. EXPECTED OUTCOME OF THE PROGRAM:

- Learn about the NGO Sector, understanding Community and Sustainable Development.
- Enhance presentation, teamwork and management skills and gain experience in project development and administration.
- Gain direct, hands-on experience in community services and development work, as the first step to embarking on a career within this field.
- A successful traineeship period may be followed by an opportunity for full-time employment with WVV

V. KNOWLEDGE, SKILL AD ATTITUDE REQUIRED:

The following knowledge, skills and abilities may be acquired through a combination of formal schooling, self-education, prior experience, or on the job training:

- Experience in community development or with NGO.
- Experience in capacity building for local stakeholders/partners.
- Experience in accounting and finance.
- Bachelor's Degree in Finance/Accounting or related fields.
- 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.

The appointee shall be committed to working with and learning from poor and marginalized people, especially children. The trainee will be expected to support the philosophy, purpose and values of WV in its work with the poor in Vietnam.