

POSITION DESCRIPTION

Position Title:	Project Facilitation Officer
Department:	Program
Location:	ChildFund Vietnam - Cao Bang Office
Reports to:	Provincial Manager
Employment status:	Full-time, one-year contract (can be extended upon the job holder's good performance)

ORGANISATIONAL CONTEXT

ChildFund Australia is an international development agency that works in partnership with children and their communities to create lasting and meaningful change by supporting long-term community development and promoting children's rights.

ChildFund Australia directly implements child-focused development programs in Viet Nam, Papua New Guinea (PNG), Cambodia, Laos, and Myanmar, and works in conjunction with the ChildFund Alliance global partnership to deliver programs in countries throughout Asia, Africa and the Americas.

Programs are funded by sponsorship contributions, grants, donations and other revenue. ChildFund Australia has an extensive child sponsorship program with more than 55,000 children in 24 countries sponsored by Australians.

ChildFund Australia's goals are to deliver quality development programs that are respectful, responsive and effective.

ChildFund Vietnam is the representative office of ChildFund Australia – an independent and non-religious international development organisation that works to reduce poverty for children in the developing world.

ChildFund began working in Vietnam in 1995 and operates community development programs in the areas of education, water and sanitation, sustainable livelihoods, food security, child rights and child protection and maternal and child health, including HIV prevention.

ChildFund's programs are being implemented across the northern provinces of Bac Kan, Cao Bang and Hoa Binh, where the majority of people are from ethnic minority groups, often the most vulnerable or marginalised sections of the population.

REPORTING STRUCTURE

The Project Facilitation Officer reports to the Provincial Manager (PM).

The Project Facilitation Officer works closely with the Program Officers, the local Administrative Officer and Translator/Interpreter and Sponsor Relations Officer and Assistants in the Area Development Office (ADO).

The Project Facilitation Officer maintains a close relationship with the local partners and Finance team at the Hanoi Office (HNO).

The Project Facilitation Officer develops and maintains a relationship with external individuals and organisations, and updates information from working groups and networks which are relevant to his/her projects and expertise.

POSITION SUMMARY

The Project Facilitation Officer is responsible for coordinating the project budget and financial planning and all other financial management of project activities to ensure proper and accountable accounting systems and procedures are being followed and smoothly operating.

The Project Facilitation Officer is also responsible for assisting projects in facilitating and enhancing local partners' capacity in all finance related activities from purchasing, bidding to acquittal and periodical financial reports to ensure the highest efficiency, accuracy and transparency of finance resource spent for all projects delivered at the community.

KEY AREAS OF RESPONSIBILITY

1. Project finance and budgeting

- Take lead and oversee annual project budget preparations and submit to Provincial Manager (PM) for the final approval, ensuring the project annual budget is realistically and appropriately developed;
- Enforce financial controls, processes and procedures;
- Act as a liaison for project budget management, including budget monitoring and control, and provide regular advice on project expenditure and planning to both program officers and PM;
- Ensure all payment requests and relevant procedures related to services for projects are completed with quality, including consultancy;
- Review and update all financial reports from partners to keep them to be always updated of the actual expenses and errors, if any, for all parties to work on appropriate and prompt expenditure and variation planning;
- Do the budget variation for specific projects as per the final agreement by relevant stakeholders, using ChildFund's standard format;
- Work with the Grants and Project Development Coordinator to consolidate quarterly financial reports in accordance with donor requirements;
- Perform any other tasks in accordance to the project expectations.

2. Support to Partners in Project Bidding/Purchasing & Financial Management

- Provide instructions and support to partners in procedures, processes and methodology in all project purchases, bidding and related acquittal, in accordance with Vietnam and ChildFund's relevant laws and stipulations;

- Training the local partners to increase their capacity in construction bidding and purchase goods bidding in accordance with Vietnam and ChildFund's relevant laws (organize training courses and on job training);
- Together with local partner officers prepare bidding documents, review and analysis quotation and organise the bidding events;
- Coordinate with independent construction consultants of ChildFund to help partners carry out bidding events in accordance with ChildFund's policy and Vietnam law;
- Monitor, review and verify quotations and expenses done by the local partners to ensure the right spending and transparency of all activities' expenses;
- Guide partners of using ChildFund standard financial formats properly, supporting them to develop necessary monitoring and management financial tools, if necessary;
- Conduct training to our partner on finance management and accounting system;
- Liase with and ensure local accountants to do the budget planning per quarter and prepare the summary of all requested amount transferred to the district Program Management Unit for the PM's final approval;
- Coordinate and support partners in preparing financial reports, including reviewing and following up and through with partners to ensure the accuracy and timeline of the monthly financial report submission to Hanoi office;
- Together with partners, check and inventory all equipment and devices supplied by ChildFund to partners and beneficiaries at the locality on the periodical basis of every six month or annually; provide recommendations after each time of checking and inventorying.

3. Accounting Processes, Coordination and Service Delivery

- Work and check with partners about transactions;
- Review and monitor advance monetary request of partners before sending to Hanoi;
- Ensure adequate budget review before signing voucher payments;
- Ensure proper cash disbursement vouchers and cash receipts are accurately and timely completed for authorisation ;
- Oversee any project audits and implement recommendations thereafter;
- Collect, summarize and copy all financial reports, papers and promptly submit them to ChildFund Finance team and the district finance unit as per the agreed schedule;
- Work with local partners to arrange appointment and logistics for the auditor and relevant stakeholders in auditing activities when there is requirement;
- Take in charge of internal audit for project activities;
- Support the Finance team in VAT reimbursement process.

4. Treasury and Banking

- Review and coordinate bank reconciliations;
- Prepare payment transfers;
- Ensure a well-coordinated process for cash forecast monthly and quarterly basis for each partner;
- Review and monitor advance payments at partner levels.

5. Coordination

- Contribute to the development of integrated/comprehensive approaches which are consistent with the methodology other activities of ChildFund and the ADO;

- Participate in ADO and program meetings;
- Work with the local administrative staff and other ADO staff to coordinate work schedules, use of office equipment (computers, motorcycles etc), and other administrative and logistical support within the ADO office;
- Participate in the cross-functional assessment and evaluation in areas, proposed project activities or participate in general evaluations related to the current program, etc;
- Provide necessary support to other projects and other departments of ChildFund where appropriate and upon request.

6. Organisational and Team Development

- Participate in the process of developing program teams and ChildFund's policies and strategic plans in collaboration with other ADO staff, under the guidance of leadership staff in Hanoi Office;
- Collaborate with the line manager, participate in/ contribute to the development of ChildFund's policies, strategies and documentation in the sector's area and project management in Vietnam, including the development of annual and longer-term strategic plans;
- Actively contribute to the development and promotion of ChildFund values, culture and learning approach.

7. Capacity Building and Technical Support

- Organise training where appropriate with communities, local staff and other relevant groups in financial and bidding, logistics areas;
- Provide necessary support for partners to ensure their efficiency during the project implementation.

8. Relationship Building & Representation

- Participate in external workshops and other meetings relevant to the working responsible areas and under the direction of the PM;
- Establish appropriate information-sharing relationships with staff in similar positions within government departments or other agencies within the province.

REQUIRED COMPETENCIES/EXPERIENCE/QUALIFICATIONS

Core Competencies

- Commitment to ChildFund Australia's values, vision and mission: demonstrates a strong belief in ChildFund Australia's core purpose, and reflects the values of the organisation in daily activities and behaviours;
- Teamwork: The ability to work cooperatively and flexibly with other members of the team with a full understanding of the role to be played as a team member
- Communication: The ability to communicate clearly and persuasively verbally and in writing
- Accountability and integrity: Our obligation as individuals to account for our activities, to accept responsibility for them, and to disclose the results in a transparent manner; and
- Adaptability and flexibility: The ability to meet changing conditions and respond to new organisational requirements, with flexibility and resilience

Functional Competencies – Technical

- Knowledge of overall context of development activities in Vietnam as well as the latest stipulations and laws related to project and program activities;
- Good knowledge and information of financial reporting systems, standards and practices of Vietnam;
- Thorough understanding of local finance systems,, purchasing and bidding procedures, laws and regulations;
- Good understanding practices of finance in non-profit organisations in Vietnam
- A working knowledge of short and long term budgeting and forecasting, rolling budgets and financial analysis.
- Ability to develop reports, review and monitor spread sheets and budgets, develop budgets based on activities, planning and projections on time and to a high standard;
- Ability to undertake detailed activities with accuracy;
- Ability to demonstrate initiative, proactive and work with a minimum supervision;
- Ability to respond to urgent demands while maintaining on-going implementation of activities;
- Ability to work independently to deliver ideas for work building and development;
- Good time management skills to perform multi-tasks at a same time and met deadlines;
- Good analytical skills, good conflict resolution and negotiation skills;
- Ability to build strong working relationships, internal and external to the organisation;
- Working effectively with and through others;
- Good presentation and facilitation skills;
- Good verbal and written communication skills in both Vietnamese and English;
- Ability and skills in organising and providing trainings;
- Good computer literacy and experience with finance softwares/packages.

Qualifications and experiences

- Bachelor's degree in Finance and Accounting Management or in relevant fields;
- Minimum of 3 years working experienced as a finance officer with strong financing skills, 1 year of which should be in international organisation;
- Experience in implementing and monitoring the compliance of finance system, policies and procedures;
- Experience of working in multi-cultural environment is an advantage;
- Experience in developing finance systems, policies and procedures is an advantage.

WORKING CONDITIONS & OTHER ESSENTIAL REQUIREMENTS

- This is full-time position based in Cao Bang with regular and extensive travel to ChildFund's project areas within the province;
- Adherence to written confidentiality policy/agreement is required;
- The successful candidate will be offered a one-year contract. Salary will be set according to experience and qualifications, in accordance with ChildFund's salary scale;
- Official appointment to this position is dependent upon successful completion of a Police Check and signing of ChildFund's child protection policy and procedure code of conduct;
- In this position you will be required to conduct follow-up Police Check every two years or at any other time when required to do so by ChildFund; and
- Commitment and adherence to ChildFund policies and procedures is required;

- Other working conditions and benefits are outlined in ChildFund’s HR, PDP and Operations Manuals.

STANDARD OCCUPATIONAL HEALTH AND SAFETY (OHS) RESPONSIBILITIES

- Cooperate with all health and safety policies and procedures of the organisation and take all reasonable care that your actions or omissions do not impact on the health and safety of colleagues in the workplace.

ChildFund is an equal opportunities employer

People with disabilities are encouraged to apply for the position through ChildFund’s competitive hiring process.

Approval by: **Date:**.....
Name:
Job title: Country Director
ChildFund Australia Representative Office in Vietnam