

Finance Assistant

PURPOSE OF THE POSITION

As the Finance Assistant you are responsible for maintaining daily tasks of finance department in order to support organizational operations and project activities to be in compliant and in line with the procedures and regulations of the government of Vietnam, ChildFund's policies and procedures and sector and donor requirements contributing to the reputation of the ChildFund in Vietnam's work as a thought leader in its specialist areas of focus: child rights and child protection, education, health and wellbeing for children.



KEY DUTIES

- Monitor bank balances for all accounts.
- Prepare payment vouchers. Develop and maintain all filing systems for all accounting documents and financial reports. Maintain documentation for office purchases, assets register. Prepare the projects' monthly financial reports & other reports if required.
- Assist the Head of Finance with external and internal audits.
- Input data into Sage systems.
- Maintain appropriate relationships with ChildFund Australia's bank & HSBC Viet Nam and other external stakeholders.
- *Remain alert and responsive to any child safeguarding or sexual exploitation, abuse or harassment (SEAH) risks, acquire relevant knowledge and skills to promote strong safeguarding practices, understand the child safeguarding and PSEAH policy and procedures, and conduct yourself consistent with those policies.*

QUALIFICATIONS & EXPERIENCE

- Bachelor's degree in Finance, Accounting or in relevant fields
- Experience with implementing finance policies and procedures
- Good understanding of International Accounting Standards and Vietnamese Accounting Systems
- Excellent computer literacy and experience with computerized information

DESIRABLE QUALIFICATIONS & EXPERIENCE

- Experience with child-focused programs
- Experience with financial report checking for development of project activities

SKILLS

- Ability to use different accounting software (Sun system)
- Ability to undertake detailed activities with a high level of accuracy
- Ability to inspect the accuracy, transparency of reports and acquittal vouchers
- Good written and spoken English and Vietnamese, especially on financial issues
- Good time management and organisational skills
- Good computer skills

CHILDFUND AUSTRALIA'S VALUES

Commitment to ChildFund Australia's values – Respect, Integrity, Collaboration, Change, Empowerment & Excellence

Department: Finance

Location: ChildFund Australia Representative Office in Vietnam, Level 5, 127 Lo Duc, Hai Ba Trung District, Hanoi, Vietnam

Employment: Full-time, Initial three-year employment agreement, with option to extend upon mutual agreement.

Reports to: Head of Finance

Other Information: must have criminal background check before joining the organisation

Please apply at: <https://www.childfund.org.vn/working-with-us/>





ORGANISATIONAL CONTEXT

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

ChildFund Australia is a member of the ChildFund Alliance – a global network of 12 organisations which assists almost 23 million children and their families in 70 countries. ChildFund Australia is a registered charity, a member of the Australian Council for International Development, and fully accredited by the Department of Foreign Affairs and Trade which manages the Australian Government’s overseas aid program.

ChildFund began working in Vietnam in 1995 and works in partnership to create community and systems change which enables vulnerable children and young people, in all their diversity, to assert and realise their rights.

Projects are implemented in the northern provinces of Bac Kan, Cao Bang and Hoa Binh, where most people are from ethnic minority groups; often the most vulnerable or marginalised sections of the population.

ChildFund Vietnam’s projects focus on child rights and child protection, education, health, and wellbeing for children. ChildFund Vietnam also prioritises building the resilience of young people, by giving them the opportunity to take part in sports, life skills learning, and supporting their participation in local decision-making.

HOW WE VALUE YOUR CONTRIBUTION

Remuneration Package

We aim to provide an overall remuneration package that is attractive and fair. Our remuneration framework ensures that we align to employment conditions and laws, and we benchmark against the local market to ensure we offer competitive employment conditions that are appropriate to our sector.

Leave

You will have access to 15 days of paid annual leave in the first year of service. From the second year onwards, leave entitlement is 20 days plus one additional day for every 5 years of service. You are also entitled to personal/carer’s leave, paid parental leave, school leave, child sick leave, study leave and bereavement leave.

Flexible Working Arrangement

You will have access to flexible working arrangements. We encourage a culture of flexibility and enable conversations between yourself and your manager about maintaining work-life balance.

Health Care Insurance program

We provide 24-hour coverage for Comprehensive Health Care insurance for all ChildFund Vietnam staff, including In-patient (Hospital & Surgical Insurance), Personal Accident Insurance and Outpatient Treatment Insurance. This program is also extended to family members depending on staff’s tenure with the organisation.

Learning and Development

Our approach to learning and development will enable you to have the information, skills, and knowledge needed to do your job and to grow in your position. We build the capacity of our people and support you with on-the-job experience, coaching and formal training.

Internal Social Welfare

ChildFund aims at creating a working environment and organisational culture where staff feels valued and cared for. We offer a comprehensive program of internal welfare activities, including monthly birthday celebrations, gifts for weddings and new born babies and quarterly team building activities (“Good Friday”).

OUR VISION: A world without poverty where all children and young people can say: “I am safe. I am educated, I contribute. I have a future.”

OUR MISSION: We partner to create community and systems change which enables vulnerable children and young people, in all their diversity, to assert and realise their rights.

**At ChildFund Vietnam
you will be
contributing to every
child being able to
play, learn, and grow.**