

WVV Accounting Assistant (6 month contract)

Location: [Asia & Pacific] [Vietnam]

Town/City: Vietnam

Category: Finance

Job Type: Fixed term, Full-time

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, World Vision's (WV) work focuses on children, ensuring they are protected and their basic needs are met. WVV has a total income of around US\$ 19,500,000 (FY20) with funding from 16 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%). World Vision International-Vietnam employs about 430 staff, of which 99% are Vietnamese nationals.

In 2020, World Vision Vietnam is implementing 37 Area Programs (APs) which operate in 5 zones: North 1 (Hoa Binh, Dien Bien), North 2 (Yen Bai, Tuyen Quang), North 3 (Hung Yen, Thanh Hoa, Hai Phong), Central (Quang Tri, Quang Nam, Danang) and South (Quang Ngai, Binh Thuan, Ho Chi Minh, DakNong). WVV's APs focus within one administrative district of a province which usually populated by ethnic minority people with very high rates of poverty. A uniqueness of WVV's AP approach and structure is that 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 a support function of WV 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 requirement 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.

By working closely with the AP/Project staff and other support staff, Finance function assists the WV Management in achieving the office objectives by provision of improved financial management, better compliance, better controls and procedures.

PURPOSE OF POSITION:

- The position supports WV Vietnam to maintain high standards of financial stewardship not only at the National Office but also at the APs/Projects.
- The main responsibilities include ensuring that all financial records comply with the WV Financial Policies and Procedures and meet audit requirements

KEY RESPONSIBILITIES:

FIELD OFFICE ACCOUNTING FUNCTION

- Provide Administrative financial services to the National Office to ensure compliance, quality, accuracy and consistency of work in all payments.

- Process Daily payments, Prepare Cash Disbursement Vouchers, Deposit and Journal entries.
- Process Data Entry on Sun systems is performed ensuring consistency and accuracy of transactions with WV standard chart of accounts and analysis codes.
- Supporting schedules and financial reports are prepared accurately and timely in cooperation with the Finance Department on 10th of each month.
- Petty cash is reviewed and cash count is conducted on a periodical basis.
- All outstanding advances and payables (more than 30 days) are tracked and reminded to the relevant staff or Finance Officer in a timely manner.

OTHER RESPONSIBILITIES

- Establish filing system of key documents and maintain (in hard copy and soft copy) and in line with audit requirements
- Maintain all financial and other records required for audit purposes, and provide assistance in regular auditing of the National Office or APs/Projects
- Implement all necessary procedures relating to administration within Finance Department
- Perform any other tasks that may be assigned by the supervisor from time to time

Education:

- Bachelor's Degree in Accounting

Knowledge & Skills:

- Knowledge of accounting theory and financial statements and government tax requirements
- Good interpersonal and communications skills;
- Good English skills (both spoken and written);
- Good computer skills

Experience:

- Experience in community development or with NGO.
- Experience in bank reconciliation, journal preparation, general ledger, financial statements and government tax requirements.

Work environment:

- Sitting for long periods of time in front of a computer is common
- Requires continual mental concentration and attention to details.

- Strict deadlines must always be met and deadline induced mental stress is frequent.

World Vision Vietnam is a Christian non-government organization. Applicants having working experience in a similar kind of organization will be an advantage.

Our contact details: ***People and Culture Department (HR Department)***

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We give equal opportunity to every candidate, regardless of religion, race and gender.

A competitive salary, benefits and career development opportunity will be offered and commensurate with the experience, qualifications and responsibilities.