

<b>RECRUITER INFORMATION</b>	
<b>Name</b>	<b>Action to the Community Development Institute (ACDC)</b>
<b>Address</b>	R903, Dream Center Home building, No.11A, lane 282 Nguyen Huy Tuong street, Thanh Xuan, Hanoi
<b>Website</b>	<a href="http://acdc.vn">http://acdc.vn</a>
<b>EMPLOYMENT INFORMATION</b>	
<b>Position title</b>	Finance and Accounting Manager
<b>Job type</b>	Fulltime
<b>Working Term</b>	03 year
<b>Work Location</b>	Hanoi
<b>Responsibilities</b>	<ul style="list-style-type: none"> <li>▪ Ensure that the project maintains the highest financial standards for compliance and audit</li> <li>▪ Establish and maintain sound and transparent accounting and fiscal control procedures for financial, sub-award (if any) and operations aspects of the project.</li> <li>▪ Ensure the compliance of financial systems with ACDC policies and procedures, USAID rules and regulations, award requirements, and Government of Vietnam laws.</li> <li>▪ Develop, analyze and monitor program budgets; monitor and track obligations and expenditures against budgets.</li> <li>▪ Establish (together with Procurement &amp; Contracting officer) and manage project procurement processes, especially in terms of sub-contractors bidding and management</li> <li>▪ Advise senior leadership regularly on financial and operational related matters.</li> <li>▪ Provide direction and guidance to local, consortium partner, and sub-contractor (if any) on compliance issues, and procurement standards/requirements.</li> <li>▪ Work closely with team members to ensure timely and quality financial reporting, and program set-up and close-out processes</li> <li>▪ Prepare and submit expenditure reports, payment management system reports, and other required financial and audit reports to USAID.</li> <li>▪ Contribute to the development of high-quality work plans, and other deliverables required by USAID.</li> <li>▪ Liaise with internal and external auditors in the review of project financial management.</li> </ul>
<b>Remuneration Policy</b>	Salary and benefits according to the regulations of the Organization

<p><b>Required skills and experience</b></p>	<ul style="list-style-type: none"> <li>▪ Ten or more than 10 years of relevant experience in financial management and accounting, including overseeing the finance and operations of equally large and complex projects/ At least 3 years working in the position of chief accountant.</li> <li>▪ Have experience in working with tax authorities, audit firms and related authorities.</li> <li>▪ Familiarity with USG rules and regulations for grants and contracts is required; USAID award financial and operation management experience strongly preferred.</li> <li>▪ Knowledge in generally accepted accounting standard, budgeting and fiscal control principles.</li> <li>▪ Demonstrated experience and skills in developing and managing large budgets.</li> <li>▪ Relevant skills in automated accounting software systems and database spreadsheets.</li> <li>▪ Experience building capacity in financial management of community-based organizations and implementing partners.</li> <li>▪ Demonstrated ability to create and maintain effective working relations with Government, NGO partners, community-based organizations and international donor agencies; as well as effective teamwork with technical and financial &amp; accounting team in ACDC.</li> <li>▪ Excellent English language skills; fluency in Vietnamese.</li> <li>▪ Relevant computer software skills and familiarity with accounting software.</li> </ul>
<p><b>Note</b></p>	<ul style="list-style-type: none"> <li>▪ This job description summarizes the main duties of the job. Management reserves the right to review and revise this document at the contract negotiation.</li> <li>▪ Opportunities for everyone, regardless of disability, religion, gender...</li> <li>▪ ACDC will only contact candidates with a suitable profile.</li> </ul>
<p><b>Deadline to apply</b></p>	<p>15/09/2021</p>
<p><b>How to Apply</b></p>	<ul style="list-style-type: none"> <li>▪ Interested candidates are encouraged to apply and submit their CVs/resumes and cover letters to ACDC at <a href="mailto:tuyendung@acdc.org.vn">tuyendung@acdc.org.vn</a>.</li> <li>▪ <i>Email subject: Apply for Position title_ Candidate's full name (Ex: Apply for Finance and Accounting manager _Tran Van A)</i></li> </ul>
<p><b>CONTACT INFORMATION</b></p>	
<p><b>Contact</b></p>	<p><b>Ms. Nguyen Thi Anh Ngoc</b> Human Resources Officer</p>
<p><b>Address</b></p>	<p><b>Action to the community development Institute (ACDC)</b> R903, Dream Center Home building, No.11A, lane 282 Nguyen Huy Tuong street, Thanh Xuan, Hanoi <b>Tel:</b> 024 6675 3946 – <b>Email:</b> <a href="mailto:tuyendung@acdc.org.vn">tuyendung@acdc.org.vn</a></p>