

TITLE: PARTNERSHIP FINANCE OFFICER	
TEAM/PROGRAMME: Sponsorship	LOCATION: Ha Noi
GRADE: D	CONTRACT LENGTH: One year (renewable, based on performance)
<p>CHILD SAFEGUARDING: (select only one)</p> <p>Level 2: either the post holder will have access to personal data about children and/or young people as part of their work; or the post holder will be working in a ‘regulated’ position (accountant, barrister, solicitor, legal executive); therefore, a police check will be required (at ‘standard’ level in the UK or equivalent in other countries).</p>	
<p>ROLE PURPOSE:</p> <p>Partnership Finance Officer is responsible for overseeing all finance activities of partners of Sponsorship in Lao Cai province as well as other sections/organizations to be used the budget of Sponsorship program to ensure compliance with SC policies.</p> <p>This position bases on Ha Noi office but frequently travels to Lao Cai to cooperate with finance team in Lao Cai office for Partners finance monitoring visits (up to 30% of working time).</p> <p>In the event of a major humanitarian emergency, the role holder will be expected to work outside the normal role profile and be able to vary working hours accordingly.</p>	
<p>SCOPE OF ROLE:</p> <p>Reports to: Sponsorship Finance and Supply Chain Coordinator Staff reporting to this post: None Budget Responsibilities: none Role Dimensions: Coordination with impact-area coordinator, (senior) project officers, project assistants, finance officers/assistant, admin and support officer/assistant and other relevant staff</p>	
<p>KEY AREAS OF ACCOUNTABILITY:</p> <p>Essential duties and responsibilities include the following but not limited. Other duties that are in line with relevant skills, experience and role may be assigned by Line Manager, Sponsorship Manager and SMT’s members.</p> <p>Sub-grant management</p> <ul style="list-style-type: none"> • Review partners’ advance requests, financial reports and procurement packages • Support Finance and Supply Chain Coordinator to ensure that partners are well aware of and comply with SCI policy and procedure, alert budget holders on compliance issues • Support Finance and Supply chain Coordinator to Ensure donor/ SCI regulations and financial, fraud awareness policies and procedures are clearly communicated to partner staff, they are well understood and all activities meet donor/ SCI requirements • Monitor partners’ settlements and advances, report to Line Manager of any issues • Participate in investigation team if any and be the focal point to alert partners of any compliance issue as appropriate • Participate in program meetings and partners’ meeting. <p>External and internal audit/</p> <ul style="list-style-type: none"> - Conduct periodical finance visit to partners in order to ensure compliance is followed by partners; 	

- Maintain and update partners' finance visit schedule, making this schedule feasible and efficient;
- Facilitate the external audit conducted at the Lao Cai office and partners' office if any;
- Support Finance and Support Service Coordinator and Hanoi office in drafting responses to auditors' findings in the field;
- Ensure partner to Implement and follow up recommendations from external audit and internal audits (finance visit).

Capacity Building

- Provide induction training on partners' financial guidelines to new SC staff;
- Provide fresh and refresh finance and fraud awareness trainings to partners to enable them to well follow SCI and donor financial requirements;

Sponsorship financial management activities- SC manage in Ha Noi

- Support PM to prepare the finance plan/phasing for Sponsorship and closely monitor to ensure the KPI results.
- Provide financial information as donor/GSO requirement.
- Oversea the planning, settlements, disbursement for programs (Meal/Edu/DRR...) which use Sponsorship budget. Check programme advance/Payment/ expenses to ensure that they are processed on time and in line with SCI and donor financial requirements;
- Post transactions into the Agresso system with compliance with SC requirement.

Other Compliance Tasks

- Take part in the process of partner selection and lead on conducting partners' assessment afterward if required; specifically, in charge of financial part of partners' assessment.
- Strictly control over the assets and equipment delivered to partners by conducting regular asset check trips to fields
- Contribute/provide inputs to the process of policy/guideline updates;

BEHAVIOURS (Values in Practice)

Accountability:

- holds self accountable for making decisions, managing resources efficiently, achieving and role modelling Save the Children values
- holds the team and partners accountable to deliver on their responsibilities - giving them the freedom to deliver in the best way they see fit, providing the necessary development to improve performance and applying appropriate consequences when results are not achieved.

Ambition:

- sets ambitious and challenging goals for themselves and their team, takes responsibility for their own personal development and encourages their team to do the same
- widely shares their personal vision for Save the Children, engages and motivates others
- future orientated, thinks strategically and on a global scale.

Collaboration:

- builds and maintains effective relationships, with their team, colleagues, Members and external partners and supporters
- values diversity, sees it as a source of competitive strength
- approachable, good listener, easy to talk to.

Creativity:

- develops and encourages new and innovative solutions
- willing to take disciplined risks.

Integrity:

- honest, encourages openness and transparency; demonstrates highest levels of integrity

QUALIFICATIONS

Essential

- University degree in finance, accounting, business administration, or a related field;
- Have at least 5 years experience in accounting, finance management with NGOs/INGOs/Development sector/enterprise. Experience in internal control or auditing is an advantage.
- Computer literate with strong computer skills in MS Office/excel;
- Good written and oral communication in both Vietnamese and English;
- Good organization, communication and facilitation skills;
- Willing to travel to the field.

Desirable

- Field-based working experience with ethnic minorities

EXPERIENCE AND SKILLS

The post holder is required to carry out the duties in accordance with the SCI Equal Opportunities and Diversity and Inclusion policies and procedures.

Additional job responsibilities

The duties and responsibilities as set out above are not exhaustive and the role holder may be required to carry out additional duties within reasonableness of their level of skills and experience.

Equal Opportunities

The role holder is required to carry out the duties in accordance with the SCI Equal Opportunities and Diversity policies and procedures.

Child Safeguarding:

We need to keep children safe so our selection process, which includes rigorous background checks, reflects our commitment to the protection of children from abuse.

Health and Safety

The role holder is required to carry out the duties in accordance with SCI Health and Safety policies and procedures.

JD written by: Vu Van Son

Date: 19/6/2022

JD agreed by: Le Thi Thanh Mai

Date: 20/6/2022

Updated By:

Date:

Evaluated:

Date: