

<b>TITLE: Sponsorship Finance Officer</b>	
<b>TEAM/PROGRAMME: Finance</b>	<b>LOCATION: Lao Cai</b>
<b>GRADE: TBC</b>	<b>CONTRACT LENGTH: 1 year with possibility of extension (based on performance)</b>
<p><b>CHILD SAFEGUARDING: 2</b></p> <p>Level 2: <i>either</i> the post holder will have access to personal data about children and/or young people as part of their work; <i>or</i> 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><b>ROLE PURPOSE:</b></p> <p>Under supervision of Sponsorship Finance and Supply Chain Coordinator, Finance Officer is responsibility to cooperate with Sponsorship finance team to ensure that the financial policies and procedures, control and system are followed/ implemented properly in accordance with Save the Children, donor regulations and government laws. Responsible for bank transfer (Lao Cai office) to ensure timely payment for the purpose of timely funding disbursement and good BvA . Cooperate with Partnership Finance Officer for overseeing all finance activities of partners of Sponsorship in Lao Cai to ensure compliance with SC policies. 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><b>SCOPE OF ROLE:</b></p> <p><b>Reports to: Finance and Supply Chain Coordinator</b> <b>Budget Responsibilities: N/A</b></p>	
<p><b>KEY AREAS OF ACCOUNTABILITY:</b></p> <p><b><u>Key accountabilities</u></b></p> <p>The following are the main accountabilities:</p> <p><b><i>Financial Accounting</i></b></p> <ul style="list-style-type: none"> <li>- Checking office advance/Payment/ expenses for Lao Cai Office ensuring they are processed on time and in line with SCI and donor financial requirements;</li> <li>- Support to post transactions into the Agresso system in compliance with SC requirement;</li> <li>- Do the first review partners’ finance reports and partners advance;</li> <li>- Strictly follow up SCI financial calendar, ensure to process and post all needed expenses in the period to FMS before soft close, leaving the time between soft and hard close only for reviewing, doing necessarily required reallocations;</li> <li>- Support the Finance officer in clearing advance, receivables payables in due time in line with SCI procedures.</li> </ul> <p><b><i>Cash Forecast/Banking and Cash Management</i></b></p> <ul style="list-style-type: none"> <li>- Help to process bank payment for office and programme expenses in due time.</li> <li>- Monitor petty cash and cash count in due time on monthly basis.</li> </ul>	

**Sub-grant management: Cooperate with Partnership Finance Officer for following missions:**

- 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.
- Monitor the Partner's assets purchased by sponsorship Fund

***External and Internal Audit***

- Help to locate accounting documents when the audit conducted is conducted at the Lao Cai Office;
- Implement and follow up the implementation of auditors' recommendations.

**For Sponsorship Partners:**

- 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).

***Other Compliance tasks***

- Maintain filing of monthly accounting vouchers, contracts and other finance document in Lao Cai ensuring SC requirement and seeking/photocopying vouchers when required;
- Help in stock check at Lao Cai office.

**Working contacts**

- Internal: Finance Officer, Finance Coordinator, Director of Finance, Programme and Finance Staff
- External: Government Agencies, INGOs, donors, suppliers of goods and services

**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**

- Bachelor's degree in finance or related subjects

**EXPERIENCE AND SKILLS**

- University degree in finance, accounting, business administration, or a related field;
- Have at least 5 years experience in in accounting, finance management with NGOs/INGOs/Development sector/International organization. Candidate with skill in general accounting or experience to work for NGOs is advantage.
- Good Teamwork skills
- Fluent English speaking and writing skills
- Good computer and IT skills in MS Office/excel

**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:**

**Date:**

**Updated By:**

**Date:**

**Evaluated:**

**Date:**