

Finance & Admin Officer - Vietnam

Division:	Global
Department:	Asia Bureau
Country:	Vietnam
Supervisor Title:	Country Program Director
Prepare by:	Country Program Director
Deadline:	28th October 2022

Position summary:

An Finance & Admin Officer fulfills AHF's mission of providing life-saving care and treatment to people living with HIV/AIDS by supporting basic finance related work tasks, general administration, HR and logistical works for AHF Hanoi Office, AHF branch office in Ho Chi Minh city as well as project sites.

This position is responsible for and taking the leading role in undertaking various finance and administration activities through the efficient handling of finance related work tasks, communications, information dissemination, reception, office management, general administrative support functions and provide the interpretation/translation services accurately to AHF's international visitors and correspondences.

Essential Duties & Responsibilities:**Financial Tasks:**

- Be responsibility to keep the office petty cash and purchase essential office supplies/stationaries and other related based on the approval of CPD
- Work with vendors to prepare letter of agreement (LA), contracts,... to procure HIV test kits, essential drugs and other program related assigned by CPD
- Reviews, analyses and verifies all AHF business transactions; incl. accruals
- Provide cash management oversight. Prepares monthly cash call and manages cash flows by assuring that adequate cash is available
- Manages staff advances assuring that advances are controlled, monitored, and cleared. Assures that policies are followed
- Monitor the development of drug, condoms and test kit inventory reporting and value
- Ensures the timely receipt of financial and program reports from the partner organizations
- Ensures that all financial and accounting requests and submissions are in compliance with AHF policies and procedures as well as with local accounting and tax regulations
- Review monthly general ledger for accuracy
- Compares actual spend with the approved budget lines and explains variances
- Provides support with annual financial audits, contract audits, and any additional audits as necessary
- Maintains and updates fixed asset schedules (capex and non-capex items); ensures tagging of the assets
- Assist in the procurement process; ensures process follows AHF guidelines

- Support local team with financial information and explanation
- Assist AHF in assuring compliance with local law and regulations
- Support the team to develop the budget for the project sites and review the financial reports of the sites if needed
- Performs other duties as required by CPD.

Admin tasks:

- Answer the telephone, take and deliver messages
- Welcome guests and visitors
- Send/collect mails and distribute to the receivers
- Distribute incoming faxes, memos and newspapers
- File, type and make photocopy of document as needed
- Ensure efficient use of office equipment (air-condition, computers, printers, fax, telephones, photocopier, etc.) by staff, guests and consultants
- Arrange maintenance as required or on periodic contract basis for communication systems and other equipment: phone, email, fax, photocopier, etc
- Provide administration support to other teams as required: car service, stationary order, etc. and payment preparation
- Logistics for meetings, conferences and workshops
- Get quotes and order office supplies such as stationery and general office equipment within the budget guidelines of the organization, adhering to the national purchasing policy by sourcing best suppliers in terms of price, quality and services and ensuring necessary quotes and bids are obtained
- Coordinate and assist with various project purchase requirements as required
- Control and verify all expenditures monthly and annually of Hanoi Office and to ensure they are allocated correctly against approved budgets
- Administer petty cash, process and file financial documentation
- Prepare logistic for workshops/conferences (if requested) such as photocopy documents, stationaries, contract the partners, arrange location, invitation letter, etc.
- Send mailer, parcel
- Hotel booking, arrange car rental for AHF staff or the consultant
- Support/carry out the purchasing work/checking the quotations for the project if requested
- Support in translating the projects documents/emails from English into Vietnamese when needed
- Be responsibility and assigned by CPM to do working tasks relating to HR at AHF Hanoi and AHF branch Office in Hochiminh City.

HR work tasks

- Be responsibility for all process to recruit new staff (from prepare JD, announcement, set up interview, and employment contract preparation,)
- Be responsibility to prepare HR-related reports to submit AHF in the Bureau and in LA.

Participation in AHF Meetings/Committees:

Monthly staff meeting and other meetings and workshops assigned

Supervisory Responsibilities:

None

Education and/or Experience:

- Bachelor Degree in Business/Public Administration and Finance
- 5 years' experience in finance, administration and logistics
- Strong planning, organizational, and interpersonal skills – including influencing, negotiation and cross cultural skills
- Enjoys working in a multicultural environment

Computer/Software Skills:

- Proficiency with word processing, spreadsheets and presentation software
- Proficiency with internet search and electronic mail use; and
- Ability to effectively present information in both written and oral forms

Language Skills:

- Fluency in English required
- Ability to read, analyzes, and interprets general business periodicals, professional journals, technical procedures, or governmental regulations
- Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from political groups, government agencies, private contributors, and the general public

Other Skills & Ability/Qualifications:

➤ *Communication Skills*

- Good communication and interpersonal skills
- Ability to read and interpret documents such as policy documents, safety rules, operating and maintenance instructions, and procedure manuals
- Ability to write routine reports and correspondence
- Ability to speak effectively before groups of employees or other people

➤ *Mathematic Skills*

- Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals
- Ability to compute rate, ratio, percent, draw and interpret graphs

➤ *Reasoning Abilities:*

- Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form
- Ability to deal with problems involving several concrete variables in standardized situations.
- Ability to work under pressure and meet deadlines
- Make decision and solve problems in complex situations

➤ *Other Skills and Abilities:*

- Must be able to travel within Vietnam and the countries of Asia Bureau
- Needs to be sensitive to patient population and issues surrounding HIV/AIDS
- Ability to prioritize tasks in a rapidly changing environment
- Ability to prepare reports, provide team leadership and guidance
- Be a strategic thinker, have good organizational and planning skills and Ability to prioritize tasks and work quickly and accurately to meet deadlines
- Ability to communicate effectively in English in a variety of settings such as staff meetings, discussions with partners, and training workshops
- Flexible, proactive and ability to organize work independently as well as work in a team.

How to Apply:

- **Application Procedures:** Interested person should submit a letter of interest in English, a CV (with photo) and copies of education qualifications and others relevant certificates to Anh.Nguyenthimai@ahf.org before 28th October 2022. No telephone contact please.
- **Selection Process:** Only short- listed applicants will be contacted for an interview.