

**The Norwegian Mission Alliance in Vietnam (NMAV) is based in Ho Chi Minh City and has 16 full time staff members. Our main initiatives are Climate Change Resilience, income generation and inclusion of persons with disabilities. NMAV operates in Mekong with special attention to poor women, children, youth and people with disabilities. Our projects are implemented in close cooperation with local authorities, partners and beneficiaries.**

**NMAV invites applications from highly qualified Vietnamese nationals for the position as:**

## **Accounting Manager**

**If you are a motivated and experienced accounting professional looking for a new challenge, maybe you are the person we are looking for?**

### **Main responsibility:**

The Accounting Manager is the main responsible officer for financial management, tracking expenses and budget, financial analysis and reporting to NMAV director. The Accounting Manager ensures that the financial system complies with NMAV policies and procedures and Vietnamese law. The Accounting Manager is the supervisor of the administration group. Avoidance of financial mismanagement and corruption is of the highest importance for NMAV. Tasks include:

- Responsibility for the budget process in the organization
- To ensure the financial system to be compliant with NMAV/MA policies and procedures to enhance the cost effectiveness and efficiency
- Providing timely and accurate financial reports to the Head Office, Director and Managers
- Working with partners on financial reports, supporting documents of project expenses.
- Providing guidelines and training to staff, project accountants, partners and stakeholders to be compliant with NMAV/MA policies and procedures
- Payroll calculation; preparing staff and expats' PIT reports
- Working with the Local External Auditor on annual audit report
- Participate in NMAV's Senior Management Team
- Supervisor of administration group (administrator, driver, office help) and managing some HR work, including staff handbook, insurance and labor contracts
- Cooperate with the Head Office in Norway to implement a new global cloud-based accounting system in the organization from 2025 onwards
- Reporting to appropriate authorities
- Stay updated with laws, regulations, accounting standards

### **Requirement**

- Minimum of BA in accounting or finance
- CFO Certificate, or financial management certificate (FMVA – Financial Management and Valuation Analyst) or equivalent (such as master degree in finance and/or accounting)
- At least 5 years of experience in accounting and finance, with at least 2 years in a leadership role. Experience with the INGO sector is an advantage
- Excellent communication skills in Vietnamese and English (both written and verbal).
- Excellent leadership and management skills
- Honesty, integrity and efficiency

**The position is located in Ho Chi Minh City. Quarterly traveling to Mekong Delta must be expected.**

Duration: Permanent. Expected starting date: As soon as possible (August 1<sup>st</sup> 2025 at the latest).

Submit application (max one page) and CV (max two pages) to [tunguyen@nmav.org](mailto:tunguyen@nmav.org) by April 27th 2025. For more information go to [www.nmav.org](http://www.nmav.org) or contact Mrs Nguyen Thi Mai Huong, senior program manager, phone 0977049979.