

Job Description
Job code:

Job Title:	FINANCE BUSINESS PARTNER (INTERNAL)		FBP
Directorate:	Internal Finance	Job Family:	Executive Director Office
Reports to:	Manager, Finance Compliance (Internal)	Grade:	FIN-02
Location:	Head Office with regular travels to the field and internationally as required		
Role Overview			
<p>Being a member of relevant technical working group(s), the Finance Business Partner supports the other departments/staff, provides technical advices/supports across all activities related to programme objectives in charge, in accordance with the guidelines from Human Rights-Based Approach (HRBA) framework.</p> <p>Also, he/she provides technical support to ensure the quality and compliance of financial management at assigned AAV’s Programme and Projects as well as all financial resources are being well managed and properly used in line with the policies and procedures of AAV. He/she has the right to reject payments/expenditure that do not follow AAV’s financial policies and approved budget of project/programme.</p>			
Role Accountabilities			
Key Accountabilities/ Responsibilities:	Activities		
[1] Compliance	<div>1. Utilize internal control system and tools to ensure compliance with all internal policies and donor’s requirements</div> <div>2. Carry out payment process and Inputs accounting data into finance and accounting-related system</div> <div>3. Is responsible for AAV payroll (including salary payment, PIT and insurance payment)</div> <div>4. Ensure function budgets are verified in full compliance with AAV’s requirement.</div> <div>5. Participate in procurement process</div> <div>6. Provide inputs to finance budget planning.</div> <div>7. Prepare all data to support the process of preparing AAV’s quarterly/biannual and annual financial reports.</div> <div>8. Control bank, cash and creditors, debtors at National level</div> <div>9. File vouchers and other documents in finance department</div> <div>10. Support internal and external audits</div>		
[2] Analysis	<div>11. Reconcile and develop analysis on Debtors and Creditors accounts in Hanoi office on quarterly basic</div> <div>12. Reconcile bank and develop analysis on support costs on quarterly basis</div>		
[3] Development	<div>13. Ensure adherence to the Safety and Security Plan, Procedures and guideline set by AAI and AAV.</div>		

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[4] Corporate Responsibilities	14. Financial support to AFV is ensured for the implementation of joint initiatives between AAV and AFV.
Key Relationships to reach solutions	
Internal (to ActionAid or team)	External
<ul style="list-style-type: none"> AAV Staff 	<ul style="list-style-type: none"> AAV's assigned partners, Auditors, DIPSERCO, Tax office, Banks
Person Specification	
Education & Certifications	<ul style="list-style-type: none"> University degree in finance and accounting or relevant field
Experience	<ul style="list-style-type: none"> At least 3 years of working in the similar position or relevant fields. NGO/Project working experience is preferable
Technical knowledge/skills	<ul style="list-style-type: none"> Knowledge of international accounting, particularly charity accounting Proficiency in accounting software; MS Excel Proficiency in financial analysis, monitoring, reconciliation and reporting Knowledge of payroll processing and tax reporting Strong attention to details and organisational skills Intermediate level of English
Others	Adherence to: Human Rights Based Approach; Poverty and injustice eradication; Gender equality

This job description covers the main task and conveys the spirit of the sort of tasks that are anticipated proactively from staff. Other tasks may be assigned as necessary according to organizational needs.

It is part of every staff member's responsibility to contribute to AAI's mission and comply to AAI's values, which are: Mutual respect, Equity and Justice, Honesty and transparency, Solidarity with the poor, Courage of conviction, Independence, Humility.

Prepared by
HR Department

Signature

Date:

Approved by
Executive Director

Signature

Date:

Accepted by
Name of Staff

Signature

Date: