

<b>TITLE:</b> Finance Officer	
<b>TEAM/PROGRAMME:</b> Finance and Support Services	<b>LOCATION:</b> Ha Noi, Lao Cai, Ho Chi Minh City
<b>GRADE:</b> TBC	<b>CONTRACT LENGTH:</b> 1 year with possibility of extension
<b>CHILD SAFEGUARDING:</b> <p>Level 2: <u>either</u> the post holder will have access to personal data about children and/or young people as part of their work; <u>or</u> 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>	
<b>ROLE PURPOSE:</b> <p>Finance Officer consolidates core financial functions (FP&amp;A, Accounting and Partner Financial Management) to ensure the integrity, transparency, and accuracy of Save the Children's financial processes. This position oversees accounting, financial planning and analysis (FP&amp;A), partner financial management, and internal monitoring. It supports compliance with internal policies, donor regulations, and Vietnamese laws while providing capacity building to staff and partners to strengthen financial governance and efficiency. The role also includes internal audit responsibilities, external audit coordination, risk management, and fraud awareness.</p> <p>In the event of a major humanitarian emergency, the role holder may be required to work outside the regular scope of duties and adjust working hours as necessary to respond to the situation.</p>	
<b>SCOPE OF ROLE:</b> <p>Report to: Finance Manager (FM)</p> <p>Staff reporting to this post: N/A</p> <p>Budget Responsibilities: N/A</p>	
<b>I. KEY AREAS OF ACCOUNTABILITY:</b> <p>The following are the main accountabilities:</p> <p><b>1. Financial planning and analysis (FP&amp;A):</b></p> <ul style="list-style-type: none"> <li>Proposal budget development: Take part in this process as cost lead, collaborating with Project Managers/ Budget Holders and Program Development team in developing proposal budget, ensure strict compliance with donor regulations and in line with our defined project cost structure before sending to FM and/or Director of Finance and Support Services (FD) for sign-off/endorsement.</li> <li>Budgeting and forecasting: Support annual master budget phasing (CAP, First and Second Forecast), regularly update and follow financial planning with Budget Holders. Ensure budgets are phased and aligned with donor and organizational requirements.</li> </ul>	

- Portfolio analysis: Analyse financial data, including reasonable cost structures comprising both Program costs (GIK, SC, Partners costs, Program staff costs) and Program support cost (Staff and Non-staff costs) to inform decision-making.
- Variance analysis: Monitor budget vs. actual (BvA) reports, collaborate with Project Managers in identifying and addressing variances.
- Reporting: Prepare donor financial reports and ensure compliance with donor templates and timelines and other report as required.
- Other tasks as requested by FM/ FD.

## **2. Accounting and financial management:**

- Income and expenditures records: Ensure timely, accurate and completed recording of income and expenses with sufficient and appropriate supporting documents, adhering to general accounting principles, Save the Children policies, and donor guidelines.
- Balance sheet accounts: Maintain strong and healthy balance sheet accounts with management indicators to ensure the accuracy, appropriateness, and valuation of balance sheet accounts are not significantly misstated.
- Payroll and Taxation: Process payroll, Social Health and Unemployment Insurance (SHUI), Trade Union contributions, and ensure timely submission and payment of Personal Income Tax (PIT) and Foreign Contractor Tax (FCT) and other taxes if any, including tax finalisation as of year-end.
- Month-end and year-end processes: Complete financial closures, including reconciliation and reporting, ensuring closure checklists are completed accurately and in a timely manner.
- System Management: maintain financial systems (Agresso), ensuring accurate coding, timely backups, and resolution of system issues.
- ProSave management: Oversee budget codes, review all raised PR/PO in ProSave, ensuring timely reconciliation of invoices for expenditure records and timely payment to suppliers.
- Procurement process: Participate in Procurement Committee with Supply Chain and other teams to ensure effective and efficient purchases.
- AMS: support in filing sufficient documents into AMS (Project documents, budget, ...) processing project close out in AMS.

## **3. Partner financial management:**

- Partner assessments: Conduct financial assessments, financial monitoring, and close-out reviews for partners, identifying strengths and addressing gaps/weaknesses.
- Training: Deliver financial management training and fraud awareness sessions to partners, focusing on identified weaknesses.
- Advance and report review: Ensure timely, accurate and completed review of partner advances and reports, maintaining alignment with budget and policy requirements.
- Partner consultation: Be in-charge in partner consultation and collaboration to enhance partnership and ensure partner compliance with up-to-date government, donors and SCI policies and procedures.
- Complete the sub grant close-out process according to the close-out checklist.

- Other tasks as requested by FM/ FD.

#### **4. External audit coordination:**

- Audit preparation: Develop Terms of Reference (ToR) and prepare financial statements for audits.
- Field coordination: Coordinate with program teams and accompany auditors on field visits as needed.
- Follow-up: Ensure timely submission of audit reports and resolution of audit findings.
- Other tasks as requested by FM/ FD.

#### **5. Capacity building and tool development**

- Staff training: Provide financial training for both finance and non-finance staff, enhancing budget management skills.
- Budget holder support: Train Budget holders on budget preparation, phasing, and variance analysis.
- Tool development: Support the development and refinement of financial toolkits.

#### **6. General and other supports:**

- Provide backup support for other finance and support services during absences or emergencies.
- Participate in emergency response financial activities and other tasks as assigned by the Finance Manager.
- Participate in staff interview panel when required.
- Other tasks as requested by FM/ FD.

#### **7. Working contacts**

- Internal: Director of Finance and Support Service, Finance Manager, SMT, other SCI staff.
- External: Government Agencies, bank, tax authority, INGOs, donors, partners, suppliers of goods and services.

## **II. 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.

### III. QUALIFICATIONS

Bachelor's degree in finance or relevant subject, MA and other professional certificates are preferable

### IV. EXPERIENCES AND SKILLS

**Essential**

- At least 3 years' experience in financial management, including accounting, auditing, budgeting, and financial analysis, preferably in international NGOs.
- Strong understanding of Vietnamese government systems and international development standards.
- Proven skills in using financial management systems and software.
- Excellent problem-solving, communication, collaboration and interpersonal skills.
- Ability to manage multiple priorities and meet deadlines.
- Fluent in English and Vietnamese (both written and spoken). Proven commitment to children rights and equality of opportunity.
- Good computer and IT skills, including capability in applying new technologies (i.e. AI) to deliver high quality of works.

**Desirable**

- Knowledge of Vietnam development issues and NGO networks

### 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:

Date:

JD agreed by:

Date:

Updated by: Cao The Tuan

Date: 1 July 2025

Evaluated and Agreed by: Vu Tuong Anh

Date: