

## Job Description

### VACANCY INFORMATION

Job Title	WVV Micro Finance (MF) Internal Control Officer	Line Manager Title	MF Senior Internal Control Officer
		Department/Office	Micro Finance Program
Grade level	13	Work location	Hanoi

### WORK CONTEXT

Micro Finance Program – World Vision Vietnam (MFU) is an independently managed program that promotes transformational development through the provision of micro financial services. MFU was established since 2006.

Micro Finance program's mission is to foster improvement in the quality of life among the clients in Vietnam by assisting the economically active poor and graduating the moderate and poorest of the poor into entrepreneurial skills. This will be accomplished through a sustainable Micro Finance program that provides access to loans, insurance and savings within program areas. All aspects of the services that MF program delivers are built to lead the development of appropriate models, capacities and systems for Micro enterprise development in Vietnam, resulting in sustainable economic development as part of WVI transformational development ministry throughout Area Program (AP) communities.

MF Program is structured in two management levels: central office in Hanoi and branch office at provincial and/ or regional level. All direct transactions with clients including clients screening, loan processing and loan collection are carried out at communities' level through a network of local staff.

At present, MF Program is operation in 11 districts mainly in the north and central of Vietnam.

### JOB PURPOSE

To support World Vision Vietnam Micro finance Unit (MFU) in maintaining high standards of financial and operational stewardship at both the Project/branch level as well as at the National Office level.

To provide objective assurance that the organization's control processes and risk management are adequate and functioning.

The main responsibilities include increasing the operational efficiency of organizations, detecting fraud, review and assess the compliance with relevant regulations and performing audits of:

- MFU branches,
- MFU head office
- Grants

### MAJOR RESPONSIBILITIES

% of time	Activity	End Results
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10%	<b>PLANNING</b> <ul style="list-style-type: none"> <li>- Annual Audit Plan that outlines the activities to be undertaken during the year is prepared and submitted to VFI Asia Regional Audit Manager.</li> <li>- Audit Engagement Plan is developed and submitted to VFI Asia Regional Audit Manager for approval.</li> <li>- Appropriate and timely revisions are made to the Audit Manual, MFU Manuals in accordance with of Internal Auditor's Standards changes in the VFI</li> </ul>	<ul style="list-style-type: none"> <li>- Annual audit plan is in place.</li> <li>- Audit manual is reviewed and revised regularly.</li> </ul>
80%	<b>INTERNAL CONTROL</b> <ul style="list-style-type: none"> <li>- Assesses and evaluates the adequacy of internal controls, governance framework, and compliance with established policies and procedures</li> <li>- Assists in the development of recommendations to close identified control gaps</li> <li>- Provide input and advice for polies and guidelines of an internal control system;</li> <li>- Audits of MFU head office, MFU branches, Grants as required/requested by VFI and/or MFU Management are carried out in a professional and timely manner.</li> <li>- Surprised audits of branches/ head office where abnormal activities/ transactions occur.</li> <li>- Audit reports are published and submitted within the VFI standard set.</li> <li>- The responses of audit findings and the implementation of audit recommendation are monitored closely and effectively.</li> </ul>	<ul style="list-style-type: none"> <li>- Internal control gaps are identified and recommendations to close the gap are provided to the management team</li> <li>- Branch audit is implemented according to annual audit plan.</li> <li>- Audit findings and recommendations are monitored.</li> </ul>
10%	<b>CAPACITY BUILDING AND OTHERS</b> <ul style="list-style-type: none"> <li>- "Best Practices" in financial stewardship from audited projects are obtained, a database of this information and/or incorporate this in the WV Vietnam Audit Programs is maintained, and these initiatives are shared with other projects.</li> <li>- Training or workshops as required regarding major audit findings and issues discovered during the audit process are conducted.</li> <li>- Take responsibility for personal security, accurately identify and assess the dangers and respond in the most appropriate way; take all good faith efforts to keep other WVV staff and property secure with guidance and instruction as being trained by WVV.</li> <li>- Perform other duties as assigned by the manager to contribute to the team performance</li> </ul>	<ul style="list-style-type: none"> <li>- Best practices are shared with Management team</li> <li>- Staff capacity is built up.</li> </ul>

## KNOWLEDGE/QUALIFICATIONS FOR THE ROLE

Required Professional Experience	- At least 2-3 years of experience in accounting, finance or in Audit, or 2-3 years of experience working in an MFI.				
Bachelor Degree in Finance or Accounting	- University degree in accounting, auditing, finance or business administration				
Preferred Knowledge and Qualifications	<ul style="list-style-type: none"> <li>- Proficiency in spoken and written English, good report writing skills</li> <li>- Good command of MS Office software</li> <li>- Knowledge of local business community</li> <li>- Planning skills and time management skills</li> <li>- Detail oriented</li> <li>- Demonstrated high level of ethical commitment and trustworthiness.</li> <li>- Willingness to support articulate and demonstrate World Vision's core values in meaningful ways to children and communities.</li> </ul>				
Travel and/or Work Environment Requirement	<ul style="list-style-type: none"> <li>- Work in a team environment with great diversity</li> <li>- Regular field visits are expected</li> <li>- Travel up to 70% to the sites</li> </ul>	Physical Requirements	<ul style="list-style-type: none"> <li>- Satisfactory pre-employment medical report verified by medical doctors</li> </ul>	Language Requirements	Vietnamese: Fluent English: Fluent

### KEY WORKING RELATIONSHIPS

Contact (within WV or outside WV)	Reason for contact	Frequency of contact
Asia Regional Audit Manager	Audit performance/ Reporting	Daily/Weekly
WVV MFU Program Manager	Administration/ Audit performance	Weekly/ Monthly
WVV MFU Operation/Finance Manager	Audit performance	Upon request
Branch Management Team	Audit performance	Upon request

### DECISION MAKING

As per the level of authorities of WV Vietnam and within MFU's Policies and Guidelines

### CORE COMPETENCIES

<input type="checkbox"/> Be Safe and Resilient	<input checked="" type="checkbox"/> Build Relationships	<input type="checkbox"/> Learn and Develop	<input checked="" type="checkbox"/> Partner and Collaborate
<input type="checkbox"/> Deliver Results	<input type="checkbox"/> Be Accountable	<input checked="" type="checkbox"/> Improve and Innovate	<input type="checkbox"/> Embrace Change
For Management positions only			
<input type="checkbox"/> Model Management	Self- <input type="checkbox"/> Engage, Influence, Lead and Grow Others	<input type="checkbox"/> Run an Effective and Agile Organisation	<input type="checkbox"/> Develop the Organisation for the Future