



## ROLE PROFILE

Title	<b>Area Finance Facilitator (AFF)</b>		
Functional Area	<b>Finance Department</b>		
Reports to	<b>Quang Tri Province Program Manager (PPM)</b>		
Location	<b>Nam Dong Ha ward/ Dong Hoi ward, Quang Tri province</b>	Travel required	<b>Yes</b>
Effective Date	<b>01 October 2025</b>	Grade	<b>C1</b>

## ROLE PURPOSE

- Be a part of the finance team responsible for maintaining financial management system of Plan International Vietnam (PIV).
- To ensure Plan projects are effectively managed in term of financial area, financial resources are properly used in accordance with Plan and donors' policies, procedures and Vietnamese Law.

## ACCOUNTABILITIES

**Specific responsibilities and accountabilities include the followings:**

### **1. Budgeting, financial reviewing, project financial management and reporting**

- Review financial related documents of assigned projects/partners of Quang Tri Program Unit (PU) to ensure compliance with Plan's financial policies and procedures and good Value for Money;
- Responsible for financial management of assigned Quang Tri projects, establish an effective project financial management mechanism such reporting mechanism (reporting template and schedule), disbursement progress management, and expenditure control to ensure compliance with Plan and donor regulations. This process needs to balance the interests of PIV and donors, considering relevant legal regulations, PIV and donor requirements, project management capacity and internal control systems of project partners.
- Regularly provide necessary information, analysis and financial advice in accordance with the financial regulations of the Plan and the donors to provide in-depth information on the overall financial status of the assigned projects to achieve the project goals as well as predict financial risks to implement preventive measures.
- Execute the process of budgeting and periodical forecasts, monitor spending progress and budget variance for proper follow up actions.
- Set up projects in the accounting software (develop mapping file, input project budget and exchange rate, review Project Outline and create the linkage of accounting codes with related budget lines).
- Closely work, provide guidance and advices to PPM/DPPM/Project Manager/Project Coordinator in financial management, budget/spending monitoring and resolving problems that arise. Support the project management team in being compliant to Plan policies/procedures and donor guidelines.
- Prepare financial reports to meet both internal requirements of Plan and external donor requirements.
- Provide timely and reliable financial information and analysis to managers for decision-making.
- Support Quang Tri PU in financial managements such as budgeting, grant managements, CMP management, review financial reports and sample of expenditures, Project Outlines and input PU data in accounting software (Project Utilisation Reports, CMP Module).

### **2. Partner monitoring, management and capacity building**

- Perform initial and annual assessment on financial management capacity of communities/partners to identify risks in financial management and propose solutions/follow-up actions to improve the system

- Perform regular visits to assigned communities/partners to review financial related documents of partners to ensure compliance with Plan's financial policies, procedures and donor's requirements.
  - Coordinate with program staff to monitor spending of communities/partners to ensure fund transfers to communities/partners are liquidated on time (CMP management).
- 3. Capacity building for staffs, communities/partners on financial management**
- Provide trainings/coaching/guidance to Plan staff and communities/partners on Plan's financial policies and procedures to ensure thorough understanding and proper application;
  - Provide continuous support, coaching, guidance to PU staffs and communities/partners to improve their capacity on accounting and financial management.
- 4. Internal financial controls and risk management**
- Ensure appropriate financial controls, processes, procedures and systems required by Plan are in place, well functioned and strictly followed at both Plan office and communities/partners.
  - Support auditing process, both internal and external audits, and support PPM in following up the implementation of auditors' recommendations on financial area, as well as following up any other financial issues of Quang Tri PU.
  - Support finance team in revision of Plan Vietnam's policies and procedures to improve the Internal Control System.
- 5. Others:**
- Take part in finance team's activities and network meetings, joint field visits, regular discussions and sharing experience.
  - Support the finance team in completing other works if being assigned.

## KEY RELATIONSHIPS

### Internally with:

- Quang Tri PU Staff
- CO Program staff (Project Coordinator/Project Officer) of assigned projects
- Other team members of Operation & Finance Department

### Externally with:

- Implementing partners of assigned projects
- Partners and communities of Quang Tri PU

## TECHNICAL EXPERTISE, SKILLS AND KNOWLEDGE

### Qualification

- University graduate in Finance, Banking, Accounting, Economic or relevant qualification

### Experience

- At least 5 years professional experience in related fields.
- Experience in working with government agencies at provincial and national level.
- Experience with INGO and financial management of big grant funded projects is an advantage.

### Knowledge and skills

- Good understanding of financial and accounting policies, standards and associated regulatory issues;
- Ability to work independently or as part of a team;
- Good interpersonal, influencing, negotiation, communication and teamwork skills;
- Good analytical skills;
- Ability to solve problem effectively;
- High level of computer proficiency.

## **PLAN INTERNATIONAL'S VALUES IN PRACTICE**

Please refer to the Plan International's values for further details

- We are open and accountable
- We strive for lasting impact
- We work well together
- We are inclusive and empowering

## **PHYSICAL ENVIRONMENT**

S/he will be working in Nam Dong Ha/Dong Hoi office in Quang Tri, but will perform field visits to project sites for financial monitoring.

## **LEVEL OF CONTACT WITH CHILDREN**

Children contact: Frequent interaction with children