

## JOB DESCRIPTION

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| <b>Job Title:</b> Deputy Finance Manager | <b>Reports to:</b> Finance Manager |
| <b>Department:</b> Finance               | <b>Salary Grade:</b> 9             |

### About CRS

Catholic Relief Services is the official international humanitarian agency of the Catholic community in the United States. CRS works to save, protect, and transform lives in need in more than 100 countries, without regard to race, religion or nationality. CRS' relief and development work is accomplished through programs of emergency response, HIV, health, agriculture, education, microfinance and peacebuilding.

### CRS/Vietnam Background:

CRS has been operating in Vietnam since 1994. In partnership with the Government and other organizations, CRS implements programs in 9 provinces/cities in Vietnam. The Vietnam Program has a diverse funding base in the sectors of Disability Inclusion, Mine Action, Disaster Risk Reduction and Management, and Community-based Climate Change Adaptation.

### Job Summary

You will oversee all activities that ensure the accuracy, timeliness, and documentation of the Finance Department's accounting operations and financial reporting (monthly, quarterly, yearly, and as needed) in support of high-quality programs serving the poor and vulnerable. You will help set the standard for the Country Program's (CP's) financial stewardship through professional maintenance, utilization, and analysis of all cash resources controlled by the CP.

### Roles and Key Responsibilities

- Oversee accounting processes, policies, and service delivery and maintain accounting controls to ensure accurate, complete, and timely recording and management of financial transactions and internal controls in compliance with CRS' financial management policies and procedures, Generally Accepted Accounting Principles (GAAP), donors' rules and regulations, and legal requirements.
- Ensure financial accounting package is updated with relevant information for capturing accurate financial data (such as daily exchange/conversion rates, cost allocation tools, posting of transactions, etc.).
- Review and analyze financial reports, including cost allocation of shared costs, to verify financial transactions. Prepare balance sheet account reconciliations to ensure all transactions are accurately stated and appropriately classified. Work with relevant staff to address irregularities and resolve accounting issues and ensure correction of accounting entries and payroll.

- Serve as the key point person on all issues related to financial transaction records. Provide proactive advice, support, and capacity building to managers, staff, and subrecipients to ensure compliance with standards and proper records of financial transactions, as well as to support strengthening of internal control.
- Ensure financial reports are generated accurately and disseminated timely as per established reporting schedules and assist staff and subrecipients with financial reports analysis.
- Oversee maintenance of a good filing system of required supporting documentation to ensure easy access and retrieval, and a reliable and easy to follow audit trail.
- Ensure month end, year end process and related reports ( bank reconciliation, aging reports, FM and CM supporting document) are completed timely for verification and approval.
- Participate in new projects budget proposal development.
- Acting FM, other assignment when necessary.

### **Basic Qualifications**

- Bachelor's degree in Accounting, Finance, Economics, Business Administration with courses in accounting, or a qualification in accounting (CPA/ACCA or equivalent).
- Minimum of 2-3 years' experience in a position with similar responsibilities
- Substantial budgeting, budget/expense analysis, and accounting experience.

### **Preferred Qualifications**

- Preferably with work experience in an International NGO
- Knowledge of the relevant public donors' regulations preferred.
- Knowledge of financial reporting software is preferred.
- Substantial budgeting, budget/expense analysis, and accounting experience.

### ***Knowledge, Skills and Abilities***

- Proficient in MS Office packages (Excel, Word, PowerPoint, Visio), Web Conferencing Applications. Excellent analytical skills with ability to make sound judgment and decisions
- Knowledge of local law in the area of taxation and local regulatory reporting procedures.
- Accuracy and completeness with a strong eye for detail
- Ethical conduct in accordance with recognized professional and organizational codes of ethics
- Proactive, resourceful, solutions oriented and results-oriented
- Ability to work collaboratively

### ***Required Languages:*** English

***Travel:*** include percentage of required travel, if applicable. Could be stated as Must be willing and able to travel up to 10 %.

### **Supervisory Responsibilities:** None

### **Key Working Relationships:**

**Internal:** Country Manager, DHOP, CoP, Program Managers, Program staff, Operations Manager, Operations staff, HQ Finance, Internal Auditors.

**External:** Banking Institutions, Government Entities, Donors, Subrecipients, Suppliers and External Auditors

*\*\*\*Our Catholic identity is at the heart of our mission and operations. Catholic Relief Services carries out the commitment of the Bishops of the United States to assist the poor and vulnerable overseas. We welcome as a part of our staff people of all faiths and secular traditions who share our values and our commitment to serving those in need. CRS' processes and policies reflect our commitment to protecting children and vulnerable adults from abuse and exploitation.*

*Disclaimer: This job description is not an exhaustive list of the skill, effort, duties, and responsibilities associated with the position.*

**CRS' talent acquisition procedures reflect our commitment to protecting children and vulnerable adults from abuse and exploitation.**

**CRS prioritizes candidates who are citizens/ permanent residents of the countries where we have CRS offices.**

**CRS is an Equal Opportunity Employer and does not discriminate on the basis of ethnicity, religion, sex, national origin, disability, or HIV/AIDs.**

### **Application requirements**

Individuals interested in this job are invited to submit your applications via email to Catholic Relief Services at: **[recruitment.vietnam@crs.org](mailto:recruitment.vietnam@crs.org)**;

Applications in English should include:

- i) Curriculum Vitae with name and contact information of three references
- ii) Application Letter
- iii) Copies of degrees, certificates

Deadline for submission: **October 22, 2025**