

## JOB DESCRIPTION

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### Finance Officer

<b>Effective date:</b>	March 2026
<b>Contract type:</b>	Temporary contract, 8 Months from March – October 2026
<b>Location:</b>	Based in Hanoi, Vietnam with frequent travels to the fields
<b>Reports to:</b>	Finance Manager

### ABOUT US

AOP is a leading Australian NGO committed to creating a world where all people thrive in a world without poverty. We support promising initiatives and help them transform into enduring and impactful products so that the impact continues long after the philanthropic funding departs across Africa, Asia, and the Pacific.

We have worked in Vietnam since 1989 and proudly registered as the first Australian NGO in the country in 1996. Our programs focus on health improvement, income generation, good governance, social monitoring, food security and climate resilience enhancement. By partnering with a broad range of stakeholders, including governmental authorities, CSOs and local communities, AOP has supported thousands of vulnerable and disadvantaged people living across 20 provinces in Vietnam.

### ABOUT THE ROLE

We are seeking a **detail-oriented and proactive Finance Officer** to join our Finance, HR and Operations team during a critical period of operations and project delivery.

This role plays a key part in ensuring **accurate, compliant, and efficient financial operations**, with a primary focus on office finance and administration, and periodic support to project finance. Working closely with the Finance, HR, and Operations team under the leadership of the COO and in coordination with the Vietnam Country Director, you will help uphold AOP's financial integrity while supporting teams to deliver meaningful impact.

### KEY RESPONSIBILITY

#### **1. Process payments using MYOB and internet banking**

- Execute payment transactions accurately using MYOB and internet banking platforms, ensuring all expenses are thoroughly documented, justified, valid, and comply with the approved budget and relevant regulations.
- Reconcile bank statements and supplier invoices meticulously to prevent payment discrepancies or errors.
- Review payroll for staff in a timely manner, ensuring accuracy and compliance with applicable policies. Record payroll data precisely, to ensure prompt and accurate allocation of expenses to office or project cost centers.
- Maintain up-to-date and accurate supplier records in MYOB, verifying compliance with the CTF requirements prior to processing payments.
- Instruct new staff on MYOB software usage and account creation. All new staff are trained to use MYOB effectively.

#### **2. Complete the month-end / year-end process.**

- Complete the month-end closing process, including bank reconciliations and the recording of bank fees to ensure the accuracy of cash balances.
- Perform exchange rate revaluations to reflect current foreign currency valuations in the financial records.
- Calculate and record Annual Leave (AL) provisions in accordance with company policy.
- Finalize all global program support journals and ensure they are accurate and updated promptly.
- Accurately record timesheet journals for project cost tracking and accounting purposes.
- Conduct a thorough review and reconciliation of the Balance Sheet to verify the accuracy and completeness of financial data.
- Prepare and record acquittal journals for the month, ensuring proper documentation and compliance.
- 8. Review project balance reports to monitor financial status and budget adherence.
- Verify the correct coding of revenue and expenses to maintain consistency and accuracy in financial statements.
- Perform detailed expense analyses to identify variances and support budget management.
- Prepare a monthly PIT calculation, prepare a yearly tax finalisation, register tax codes for employees and dependents, and issue a PIT deduction certificate.
- Ensure timely submission of acquittals to internal Budget Holders for review and approval.
- Assist with annual organizational external audit processes.

### **3. Accounts Payable tasks from Sydney office**

- Submit purchase requests / payment requests for office and fundraising-related expenses, ensuring accuracy and compliance with internal policies.
- Coordinate with the finance team to process approved requests and claims, preparing them for fortnightly payment runs handled by Bill.
- Manage company credit card expense acquittal process: import transactions to MYOB, liaise with credit card holders for completion of acquittals, ensure sufficient supporting documents are submitted, process acquitted expenses and ensure compliance with internal policies

### **4. Project Finance Support**

- Develop and monitor program/project budgets.
- Liaise with partners to ensure accurate financial management and reporting.
- Review and verify financial documents, payments, and procurement processes.
- Build capacity in financial management for partners and staff.
- Prepare financial reports for donors and support audit activities.

### **5. Others:**

- Provide general administrative support to ensure smooth daily office operations
- Assist with the preparation, filing, and submission of documentation to SHUI and Trade Union authorities, and maintain accurate records of all related transactions.
- Engage in other program activities and field trips.
- Contribute to the organisation and coordination of internal meetings, workshops, and office events.
- Other tasks as deemed necessary and appropriate

## WHAT WE'RE LOOKING FOR

<b>Qualifications</b>	<ul style="list-style-type: none"><li>▪ University degree and/or equivalent professional qualification, preferably in <b>finance and accounting</b>.</li></ul>
<b>Work experience</b>	<ul style="list-style-type: none"><li>▪ At least 5 years of relevant work experience in accounting or finance.</li><li>▪ Experience in PIT declaration for expats is an advantage.</li><li>▪ Experience in not-for-profit sector and INGOs is preferable.</li></ul>
<b>Technical knowledge and skills</b>	<ul style="list-style-type: none"><li>▪ Accounting software.</li><li>▪ International aid program fundings and financial management and reporting.</li><li>▪ Ability to work independently and prioritize own workload.</li><li>▪ Ability to work effectively within a team.</li><li>▪ Good coaching skills.</li><li>▪ Sensitivity to cultural differences, ability to work in a wide variety of cultural contexts.</li><li>▪ Willingness to travel to project sites on a regular basis.</li><li>▪ Proficiency in Microsoft Suite (Word, Excel, Power Point).</li><li>▪ Excellent working knowledge of spreadsheets and databases.</li><li>▪ Familiarity with AOP's thematic areas of work is an asset.</li></ul>
<b>Languages</b>	<ul style="list-style-type: none"><li>▪ Fluent English and Vietnamese, both spoken and written.</li></ul>
<b>Attitude</b>	<ul style="list-style-type: none"><li>▪ Detail-oriented and careful</li><li>▪ Diligent, proactive and independent</li><li>▪ Patient, friendly and supportive</li></ul>
<b>Adherence to</b>	<ul style="list-style-type: none"><li>▪ Poverty and injustice eradication</li><li>▪ Gender equality</li></ul>

## WHY JOIN AOP

- Meaningful work contributing to sustainable poverty reduction
- Supportive, inclusive, and collaborative team culture
- Flexible working arrangements
- Strong learning environment with training and development opportunities
- Exposure to diverse programs and partnerships across Vietnam

## HOW TO APPLY

If you are passionate about working for a purpose, making a positive impact, and enhancing your skills, we'd love to hear from you! Please submit your CV and cover letter outlining your interest and suitability for the role to [recruitment@actiononpoverty.org](mailto:recruitment@actiononpoverty.org) by 31st January 2026. Please use the subject line: **Finance Officer – [Your Name]**

While we wish we could respond to everyone, only shortlisted candidates will be contacted.

AOP celebrates diversity and is proud to be an inclusive, child-safe workplace. We welcome applications from people of all backgrounds, abilities, and experiences, and are committed to fostering an environment where everyone feels safe, supported, and respected. Our recruitment decisions are guided by merit and our dedication to creating a workplace that reflects the communities we serve.

As part of our commitment to safeguarding children and vulnerable people, all team members will participate in reference checks and relevant background screenings, including police and working with children checks. We believe that creating a safe environment is a shared responsibility, and we encourage every member of our team to look out for one another and to promote a culture of care, dignity, and wellbeing.