



JOB DESCRIPTION

Position	General Accountant (6 months contract)
Team	Finance Department
Status	Full time with flexible hours when need arises
Location	Hanoi, with some travel to the provinces as needed
Last updated	Dec 2025

Job Purpose

To ensure Blue Dragon has exceptional accounting services and procedures to support great people.

Job Context

Blue Dragon Children's Foundation serves children in crisis throughout Vietnam. We believe that every child deserves exceptional care and a chance to thrive. Blue Dragon kids are street kids, children with disabilities, and young people who have been trafficked. After rescuing children from danger and slavery, we reunite them with their family and provide all the services needed for recovery and growth while advocating for improvements to policy and law.

Blue Dragon's Finance department provides financial and accounting support to all programs and departments across the organisation, ensuring excellent daily financial practices and financial management.

Blue Dragon is a child-safe organisation, committed to the protection and exceptional care of children. We require all staff and volunteers to agree to and abide by our Child Protection Code of Conduct.

We offer equal employment opportunities to all qualified persons without discrimination or harassment. We will make any necessary job accommodation for persons with disabilities or special needs.

Key Objectives

- Uphold Blue Dragon's mission and values

- Ensure that Blue Dragon's financial management system is running smoothly to support the organisation.
- Ensure financial management follows Blue Dragon's policy and procedures.
- Support the finance department to provide the best possible services to Blue Dragon staff.
- Ensure teams can fulfil financial requirements of their work with children, partners and donors.

Main Responsibilities

The position responsibilities will be negotiated with the Chief Accountant, and are expected to include:

Bookkeeping/Accounting

- Mainly responsible for checking financial paperwork of all non-Hanoi programs, detail will be assigned by the Chief accountant.
- Manage Quickbooks input for all non-Hanoi based programs
- Make the payment by Cash/Banking for all non-Hanoi programs.
- Follow Donations report and booking to the Quickbooks.
- Check all the contracts sent by the programs.
- Submit tax declaration and tax payment for shelters
- Back up for other staff when they are absent.

Reporting

- Responsible for providing monthly finance reports to Program Managers
- Export and adjust data as requested
- Export and adjust data, provide documents as requested.

Support to Blue Dragon staff

- Assist staff in preparing advances and expense disbursement
- Respond to financial queries from staff
- Provide helpful support to staff in ensuring they understand financial procedures and policies
- Other duties as required to assist the Chief Accountant

Support

The Accountant supports staff across the organisation, and is supported by the Chief Accountant.

Key Selection Criteria

Essential

- Relevant tertiary experience in Accounting and financial management
- At least 2 experience years as an Accountant with similar duties
- Familiarity with Social Insurance regulations and Tax
- High-level proficiency in MS Excel

- Proven communication skills, both written and oral, in both English and Vietnamese
- Ability to work effectively as part of a team
- Proven passion and enthusiasm for working in an organisation that assists disadvantaged young people
- Ability to work flexible hours during peak times
- A friendly and helpful manner, with a servant leader mentality
- Intermediate level of written and spoken english

Desirable

- Experience working in an international NGO