

JOB DESCRIPTION

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| Job title | Finance and Admin Manager | Office | Vietnam | | | |
| Type of employment | Fixed Contract | Department | Finance, Adminstration and Human Resources | | | |
| Reports to | Country Director | Functional reports to | Regional Finance/Admin Director | | | |
| Gross salary | 46,630,800 - 51,812,000 VND | Grade | D2 | | | |
| Background | <p>Aide et Action (AEA) International officially becomes Action Education (AE) International in 2023. AEA (AE) is an international non-governmental organisation working in more than 19 countries across Africa, Europe, South Asia, and Southeast Asia to support the development of sustainable education projects. We believe in the universal right to a quality education and for 40 years, have based our interventions around this ethos.</p> <p>Our vision: Changing the world through education.</p> <p>Our Mission: AEA (AE) ensures access to quality education for the most vulnerable and marginalized populations, especially children, so they can take charge of their own development and contribute to a more peaceful and sustainable world. AEA (AE)'s staff operate in the spirit of shared decision-making which demands teamwork, transparency, mutual respect, integrity, personal initiative, creativity, and professional discretion.</p> <p>Our projects in Southeast Asia started in 2001 with local partners and government agencies in Cambodia, Vietnam, and Lao PDR to enhance the quality of education as well as to facilitate the access to quality education.</p> | | | | | |
| Position Overview | <p>The position will oversee the financial management, operational, and administrative aspects of the activity, to ensure that operations are efficient and effective, and that staff are safe and supported throughout their works. This will include overseeing administration, local procurement, human resources, budgeting and financial reporting, and office operations to ensure compliance with Financial Manual, Grant Terms and Agreements and other organizational policies.</p> <p>In addition, the incumbent shall work in close coordination with Regional Finance Director for organizational directives, budget information, reporting and training support.</p> | | | | | |
| Core Accountabilities | | | | | | |
| Financial management: | | | | | | |

- ❖ Role model in achieving a high standard in the region and country's policies and procedures, values and leadership.
- ❖ Ensure financial regulations, procedure, and documentation requirement are adhered to AEA (AE) country operation, leading in analyze and present financial reports in an accurate and timely manner; clearly communicate monthly and annual financial statements; organize financial reporting materials for all donor segments, and oversee all financial, project/program and grants accounting.
- ❖ Ensures that the accounting is in accordance principles and standards; ensures staff follow established procedures; ensures completeness and accuracy of all financial records and transactions. Reviews the coding for each transaction AEA (AE) to ensure those expenses charges in correct budget line and account code in closing the transaction in the system.
- ❖ Oversee and lead annual budgeting and planning process in conjunction with the Country Director; administer and review all financial plans and budgets; monitor progress and changes and keep leadership team abreast of the organization's financial status in a timely manner and with due support and analysis. Once approved, monitors execution and recommends adjustments.
- ❖ Works closely with Regional Finance Director on the annual initial and revised budget for internal management purposes and to donors.
- ❖ Assists line managers in responding to the questions of external auditors relating to financial and internal control issues.
- ❖ Manage organizational cash flow and forecasting.
- ❖ Reviews monthly Bank and Cash Reconciliation

Grant management:

- ❖ Ensure that donor compliance is adhered by all consortium partner members; that all financial records and accounts are compiled in time, accurately and in line with international accounting standards and donor regulations.
- ❖ Carry out continuous review existing systems in order to maintain an adequate level of internal controls, in compliance with partner policies and procedures.
- ❖ Negotiates and advises budget revisions to the proposals recommended for funding, as assigned.
- ❖ Reviews the financial report from the implementing partner to ensure that those reported expenses are complied with the approved budget and donor's policy or regulations.
- ❖ Monitors, evaluates and documents the implementing partners' performance, as assigned.
- ❖ Conducts and Reviews financial review on the implementing partner.
- ❖ Where necessary train and develop the capacity of the partners' finance team to ensure that a good standard of financial management is maintained

Operation, HR, Administration, Procurement

- ❖ Manage the day-to-day activities of all administrative personnel in support of program objectives and oversees the administration in the whole organization.
- ❖ Oversee office operations for the country office.
- ❖ Supervises the revision of rules, regulations, and procedures to meet changes in law and policy.

- ❖ Ensure the human resource management to comply with labor law of Vietnam.

Team Contribution

- ❖ Constructively contribute and collaborate with all colleagues to achieve the organizational goals.
- ❖ Deliver high quality work that provides a conducive environment to our operating environment.
- ❖ Comply with all legislations and the organization's policies and procedures.

Values and Behavior

- ❖ Promote and be a role model to support organizational culture, growth, performance and image.
- ❖ Actively support the organization commitment to the principles of diversity, inclusion and Equal Employment Opportunity (EEO)
- ❖ Actively demonstrate the organizational values:
 - **Dignity**
 - **Inclusion**
 - **Integrity**
 - **Solidarity**
 - **Transparency and Accountability**

| Criteria | |
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| Qualification | <ul style="list-style-type: none"> ❖ Bachelor's degree in accounting/ Business Administration/ Commerce/Finance required. ❖ Master's degree in accounting preferred. Addition Professional qualification such as ACCA/CPA or equivalent is desired. ❖ Broad knowledge with key donors including European Union, AFD, etc. |
| Experiences | <ul style="list-style-type: none"> ❖ Experienced professional with a minimum of 6+ years' experience operating at an operational level as an experienced specialist in their field. ❖ Experience on donor-funded programs required, and previous experience on EU-funded programs preferred. ❖ Proven track record of achieving results and ability to cope up with multiple priorities and be able to take initiative. ❖ Proven track record of proactively identifying and communicating potential problems and proposing solutions. ❖ Excellent interpersonal skills and demonstrated ability to establish effective working relations at all levels. ❖ Experience in a team-setting of diverse backgrounds working towards a global development. ❖ Ability to carry out responsibilities independently with minimal technical support |
| Core Competency | Possess intermediate level in following core competency: |

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| | <ul style="list-style-type: none"> ❖ Leading for Change: Capable of developing strategic shift to adapt to the changing environment that maintains the organization relevant and competitive. ❖ Working with People: Shows respect for the views and contributions of other team members; shows empathy; listens, supports and cares for others; consults others and shares information and expertise with them; builds team spirit and reconciles conflict; adapts to the team and fits in well. ❖ Drive for Results: Sets high standards for quality of work; monitors and maintains quality of work; works in a methodical and orderly way; consistently achieves project goals; focuses on the needs and satisfaction of internal and external stakeholders; accepts and tackles demanding goals with enthusiasm. ❖ Child Protection: Perform the highest standard to ensure child safeguarding in accordance with our Child Protection Policy. |
| Others | Ability to travel locally, regionally and internationally, for approximately 20% of the total working days per year. |

STARTING DATE: As soon as possible

HOW TO APPLY: The interested candidates who meet the qualifications are invited to send their CV with 3 (three) references and a cover letter to the following address: hr.vietnam@action-education.org with the subject title **[AEA (AE)-FAM] Candidate Name**.

Application Deadline: 31st January 2026 (The recruitment process may end sooner if we find the suitable candidates).

Note: This position is for Vietnamese nationals only. Only shortlisted candidates will be contacted for further information and discussion.