



## Senior Manager, Finance and Administration Job Description

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<b>Job Title:</b>	<b>Senior Manager, Finance and Administration</b>
<b>Level and Grade:</b>	<b>Senior Manager   Grade 80   BG-10</b>
<b>Job Type:</b>	<b>Full time, exempt</b>
<b>Reporting Manager:</b>	<b>Chief of Party</b>
<b>Department:</b>	<b>Finance and Administration</b>
<b>Office:</b>	<b>Hanoi, Vietnam</b>
<b>Date:</b>	<b>March 2, 2026</b>

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### The Organization:

Lutheran World Relief, which is part of Corus International, has been present in Vietnam since 2026. Corus International is the parent of a family of world-class organizations working to deliver the holistic, lasting solutions needed to end extreme poverty once and for all. We are a global leader in international development, with 150 years of combined experience across our brands. Our nonprofit and for-profit subsidiaries include IMA World Health and its fundraising brand Corus World Health, Lutheran World Relief, CGA Technologies, Ground Up Investing, and Farmers Market Brands. In Vietnam, Corus operates under Lutheran World Relief. Our more than 400 employees around the globe are experts in their fields and dedicated to helping the world's most vulnerable people break the cycle of poverty and lead healthy lives.

At Corus we believe that good only grows stronger and we reflect that belief in our workplace culture. We value every employee's specialized area of expertise and nurture professional growth. We promote an engaging and supportive work environment, where employees feel enabled and driven to innovate, learn and collaborate. And because our subsidiaries often function as partners, our employees have the opportunity to work across our enterprise family.

### Job Brief:

This position will be an employee of Lutheran World Relief. It supports the USDA Food for Progress Vietnam project to achieve its outcomes. USDA FFP Vietnam is a 5-year project develop the aquaculture and feed sector value chains in Vietnam between October 1, 2025, and September 30, 2030.

The program has three interlinked components:

1. Develop the supply of quality fry and fingerlings.
2. Increase U.S. soy usage in aquafeed for tilapia production.
3. Improve tilapia production and processing to meet domestic and export market demand

March 2026

The Senior Manager, Finance and Administration (SFAM) is responsible for the financial and administrative performance of the project. He/she will directly supervise Manager, Grants Hanoi, Finance Officer Accounting Hanoi, Project Associate-Administration Operations and Logistics Hanoi, ICAFIS Accountant Can Tho and ICAFIS Administration Operations and Logistics Officer Can Tho. The SFAM accurately uses US Government agency and Corus systems, implement internal financial controls, monitor and mitigate financial risk, implement financial compliance measures, support business development and grants management, and produce accurate financial budgets and reports – all in alignment with standard accounting practices, internal policies and procedures, local regulations, and donor rules and regulations.

The position requires managing, contributing to, and supporting the implementation of the project and leading financial management of all activities, through inputs into project workplans, budgets, guidelines, compliance, reporting, financial monitoring, in compliance with the requirements and regulations of the award. Duties include organizing and coordinating with the Chief of Party, Deputy Chief of Party, sub-recipients, consultants, country office finance and admin team, headquarters and Regional Finance Director. The SFAM reports to the Chief of Party.

### **Roles and Responsibilities:**

#### **Implements internal controls and financial management systems for the country office**

- Responsible to update, monitor and maintain local amendments, captured in the country supplement to the Overseas Finance and Administration Manual to reflect adaptations to agency policies and procedures, based on local law requirements.
- Coordinates project participation in internal and external audits, provides supporting documentation, assists with the completion of management letters, and implements assigned corrective actions related to financial and administrative system.
- Prepare and send to HQ high quality monthly, quarterly and annual financial reports according to established formats and calendar
- Timely filling all annual statements to government authorities for tax, pension, and other legal obligations as necessary.

#### **Manages financial and administrative functions of the Project and Project office**

- Compiles financial data for the annual budget and forecasting exercises together with the COP, and other project leadership. Supports country program leadership and project managers in regularly analyzing project's budget variances.
- Support the development of new budgets, modifications, and cost extensions in collaboration with HQ Finance and Program teams.
- Supervises general accounting functions including preparation of accounting books, journal entries, payment and receipt vouchers, check/electronic payments, as well as project cash flows on monthly and quarterly basis.
- Support HQ Finance the preparation of financial reports to USDA.

#### **Manages finance and administration components of program support**

- Contributes to business development efforts, particularly in costing the local expenses and supporting partners in budget development.
- Supervises Grant Manager to conduct pre-award assessments for all new sub awardees and due diligence completed for new and current sub awardees on the prescribed frequency, and grants management reporting and compliance.
- Leads all subrecipient financial monitoring processes in accordance with sub-recipient financial monitoring policy and reviews subrecipient reports prior to subsequent reviews at the regional or HQ levels.

- Supports proper project close out in cooperation with the program manager and team and Chief of Party.
- Supervises Finance and Accounts Manager for finance and accounting components of the project and monitors the HR and Admin Manager for staff associated records, management and compliance.

#### **Leads procurement efforts to identifying and obtaining goods and commercial services**

- Oversight of the smooth operation of the project, including maintenance of office supplies and management of service providers.
- Maintains asset lists and manages appropriate asset disposition per organizational and donor policies.
- Reviews the vehicle fleet, including maintenance and analysis of vehicle use logs.
- Coordinates the acquisition and renewal of insurance as required by law for national personnel and vehicles.
- Manage contracts and service agreements to ensure compliance with procurement policy.
- Ensures compliance to all procurement policies, procedures and practices in line with USDA and LWR requirements.

#### **Supervisory:**

- Supervises assigned:
  1. Manager Grants Hanoi,
  2. Finance Officer Accounting Hanoi,
  3. Project Associate, Administration, Operations and Logistics Hanoi,
  4. ICAFIS Accountant Can Tho and
  5. ICAFIS Administration Operations and Logistics Officer Can Tho
- **Education and Experience:**
  - Bachelor's degree in public accounting, Business Administration or the equivalent. Post-graduate course work is highly desirable, and an accounting certification is essential.
  - A minimum of seven (7) years demonstrated experience in public accounting, auditing, and office administration is essential.
  - A minimum of 3 years' experience implementing or overseeing financial and administrative aspects of multi-year, high value institutional donor funded programs.
  - Demonstrated knowledge of U.S. government funding rules and regulations, cooperative agreements and contracts. Other bi-lateral donor rules and regulations a plus.
  - Essential experience providing capacity building, conducting financial reviews/monitoring of partner organizations (NGOs, CBOs), and overseeing corrective action plans.

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

- Demonstrated proficiency in using accounting, Word, Excel, PowerPoint, Outlook, SharePoint, and web browser software. Experience in the effective use and management of Quick Books or MIP is essential.
- Highly developed, focused, quality controlled, compliant and efficient in work activities including project accounting, tracking and monitoring, writing, editing, typing and filing.
- Ability to work effectively both independently and as part of a team and to effectively supervise and manage small teams.
- Ability to prioritize, organize and carry out multiple tasks efficiently under pressure and with little supervision; ability to accept supervision.
- Highly developed analytical and communication skills, and ability to assimilate and process information for wide-ranging audiences.
- Ability to work with diverse groups of people in multicultural, team-oriented environment.
- Professional proficiency in written and spoken English. Additional language(s) spoken in the region a plus.

- Authorization to work legally in Vietnam.

### Physical and Mental Requirements

- The physical requirements that may be needed to execute responsibilities may include bending, standing, and walking, etc.
- The mental requirements that are essential to satisfactorily executing the responsibilities outlined in this job description include, but are not limited to: learning new tasks, comprehending, and retaining information, completing tasks independently, effectively communicating verbally and in writing, demonstrating proficiency in using computer software to perform assigned tasks.

### Other Duties:

This job description is not designed to cover or contain a comprehensive list of activities, duties or responsibilities for the position. Duties, responsibilities and activities may change at any time with or without notice. Employees may undertake additional responsibilities assigned by their supervisor and aligned with applicable labor law. Global positions that are bound by contracts will not be changed without notice and approval.

### Working Conditions, Travel and Environment

- LWR has an in-person work policy, with all employees reporting to the office Monday through Friday. The employee may occasionally be required to work outside normal office hours to meet project deadlines, reporting requirements, or during field missions, in accordance with applicable labor regulations through Ministry of Labour, Invalids and Social Affairs (MOLISA).
- This position must be able to travel as required for standard business purposes. While performing the duties of this job in different locations, the employee may be exposed to precarious settings under high-security risks and/or very basic living conditions and outside weather conditions, as well as to infectious diseases.

### As a member of the Corus Family, each employee is expected to:

- Foster a work environment where everyone feels valued and included.
- Support employees' evaluation and promotion processes based on skills and performance.
- Promote a safe, secure, and respectful environment for all members of Corus family, stakeholders in general, and particularly for the communities we serve.
- Follow Corus Code of Conduct helping to prevent any type of abuse including workplace harassment, sexual abuse and exploitation, and trafficking in persons.
- Adhere to the Organizational Core Values

### How to apply:

Please note that all applications must be submitted in ENGLISH and provide complete and accurate information. To apply, please submit no more than 4 pages with your CV and responses to the selection criteria to email [HVu@corusinternational.org](mailto:HVu@corusinternational.org), quoting the position title in the email's subject line by March 27th 2026.

*Corus International prohibits discrimination and harassment of any type and affords equal employment opportunities to employees and applicants without regard to race, color, religion, sex, age, national origin, disability status, sexual orientation, protected veteran status, or any other characteristic protected by U.S. or International law.*