

Call for Applications

Project Accountant

Organization

Socodevi is a Canadian network of cooperative and mutual enterprises that shares its technical expertise and practical know-how with partners in developing countries. Our mission is to improve the living conditions of the communities we support in a tangible and sustainable way.

Workplace

Hanoi, Vietnam.

Duration of assignment

Aug 2026 – December 2029.

Contract Type

The position is for Vietnamese nationals only.

Project Description

Socodevi, in collaboration with Développement international Desjardins (DID), is currently preparing to implement the Biodiversity and Livelihood Opportunities for Ethnic Minority Women (BLOOM) project, with funding from Global Affairs Canada.

The BLOOM project's ultimate goal is to improve the health of key ecosystems to support biodiversity and climate change adaptation with a focus on ethnic minority women and their communities in Tuyen Quang and Dak Lak provinces.

General Mandate

Under the supervision of the Head of Administration and Finance, the Project Accountant performs professional accounting work including the bookkeeping, examination, analysis, maintenance, reconciliation, and verification of financial records; develops and implements accounting systems; and performs related duties as required. The Project Accountant will also assist in budgeting processes and provide financial data to project management for informed decision-making. He/she look at delivering and submitting monthly financial report to the Head of Administration and Finance according to the laid down deadline

- Support financial coordination of project activities.
- Work closely with project team members and assist in daily financial operational needs.

Specific Mandates

- Implements Socodevi's accounting system and procedures in collaboration with Socodevi headquarters' staff and the Head of Administration and Finance.
- Maintains accurate and up-to-date financial records, including bookkeeping, ledger entries, bank reconciliations, and preparation of documents needed for the monthly financial report.
- Ensures timely and accurate processing of financial transactions, such as invoices, payments, and reimbursements.
- Assists in the preparation, management, and monitoring of project budgets, treasury forecasts, and financial documents to ensure operational efficiency.
- Ensures compliance with national financial regulations, donor requirements, and organizational policies.
- Prepares payroll and tracks employee timesheets while maintaining accuracy and confidentiality.
- Maintains organized records of contracts, agreements, and financial correspondences for accountability and reference.
- Provides documentation and support for internal and external audits and ensures adherence to administrative and financial procedures.
- Assists in procurement processes by reviewing contracts and agreements, ensuring financial accountability and compliance with established guidelines.
- Prepares detailed accounting, statistical, and narrative financial statements or reports requiring analysis and interpretation.
- Reviews and evaluates expenditures, contracts, and proposals based on budgetary guidelines and administrative standards.
- Maintains confidentiality of sensitive financial and personnel information

Professional Requirements

Required Education:

- University degree in accounting, finance, or a related field.
- Experience in the accounting, finance, audit and related fields.
- Proficiency in IT tools and accounting software.
- Excellent communication and writing skills in English.

Years of Experience:

- Minimum of 5 years of relevant experience in similar role.
- Experience working in non-profit organizations or development projects is an asset.

Working Conditions

- **Work Schedule:** Monday to Friday, with occasional evening and weekend work as needed.
- **Flexible Work Arrangements:** Socodevi supports flexible work options, including work from home, and adjusted hours, where feasible.
- **Contract Type:** 12-month full-time employment contract, with strong potential for extension.
- **Workplace:** Based in Hanoi, with occasional travel to Tuyen Quang and Dak Lak provinces.
- **Availability:** Position to be filled as soon as possible.

Socodevi Core Values

At Socodevi, we are committed to advancing gender equality and building an inclusive, respectful, and safe work environment for both the communities we serve and the people on our team. We welcome applications from women, ethnic minorities, and individuals with disabilities, and actively support flexible work arrangements, including job sharing, remote work and adjusted hours. We recognize that diverse perspectives and lived experiences strengthen our work, and we are committed to ensuring accessibility and equity at every stage of employment.

All staff are required to sign the Code of Conduct and the Policy Against Fraud and Corruption on an annual basis. The Code of Ethics, Safeguard Policy, and Anti-Terrorism Policy are to be signed once upon hiring.

How to Apply

Please click on [this link to access the online application form](#). Your CV and cover letter should clearly describe your experience for this position.

Applications by email will not be accepted. Only short-listed candidates will be notified. Socodevi offers a competitive compensation package, with offers based on the relevant experience and qualifications of the selected candidate. **Applications will be reviewed on a rolling basis.**