



CRS JOB DESCRIPTION

Job Title: Finance Assistant	Reports to: Senior Finance Officer
Location: Hanoi	Grade: 4
Duration: 6 months with extension possibility	

About CRS

Catholic Relief Services is the official international humanitarian agency of the Catholic community in the United States. CRS works to save, protect, and transform lives in need in more than 100 countries, without regard to race, religion or nationality. CRS' relief and development work is accomplished through programs of emergency response, HIV, health, agriculture, education, microfinance and peacebuilding.

CRS/Vietnam Background:

CRS has been operating in Vietnam since 1994. In partnership with government and communities, CRS implements programs in 09 provinces/cities in Vietnam. The Vietnam Program has a diverse funding base in the sectors of Disabilities, Mine Action and Disaster Risk Reduction and Management, and Community-based Climate Change Adaptation.

Job Summary

The Finance Assistant will provide comprehensive information, clerical, and accounting services to assist the Finance Department in executing processes and delivering service needs that support high-quality programs serving the poor and vulnerable. As part of an experienced finance team the incumbent will deliver quality support, applying clearly defined accounting and financial reporting processes, procedures and service standards.

Roles and Key Responsibilities

- Complete and circulate standard financial documents (vouchers, wire transfer requests, checks, etc.) following a sample template with prescribed guidelines.
- Provide administrative and clerical support for processing financial transactions. Prepare, type, photocopy, and scan related documentation. File accounting and financial reporting documentation as instructed.
- Compile supporting documentation (liquidation/receipt package) to support processing for financial transactions. Communicate with staff, subrecipients, partners, suppliers to follow up on required documents.
- Perform data entry for financial transactions recording, following validation by the next-level Finance staff.
- Keep custody of various documents (e.g. blank/undelivered checks, fuel coupons, etc.).

Basic Qualifications

- Bachelor's degree in Accounting and/or Finance.
- Minimum of 1 year of work experience in a similar role with some familiarity of standard accounting practices.

Preferred Qualifications

- Professional diploma, certificate or courses in Accounting, Finance, Economics, or Business Administration.
- Experience with an international organization.

Knowledge, Skills and Abilities

- Experience using MS Office packages, in particular Excel and Word. Hands-on experience with data entry into online databases and forms.
- Excellent organizational skills with great attention to detail
- Ethical conduct in accordance with recognized professional and organizational codes of ethics



- Proactive, resourceful, solutions oriented and results-oriented. Able to meet deadlines.
- Strong customer service ethic and abilities. Ability to work collaboratively.

Required Languages: English

Travel: Must be willing and able to travel up to 5 %.

Supervisory Responsibilities: No

Key Working Relationships:

Internal: CRS staff including finance, administrative, procurement, HR, program staff etc.,

External: Bank, tax agency, CRS partners, internal and external audit.

About Us

CRS works to save, protect, and transform lives in need in more than 100 countries. CRS' relief and development work is accomplished through programs of emergency response, HIV, health, agriculture, education, microfinance, and peacebuilding. CRS' processes and policies reflect our commitment to safeguarding children and vulnerable adults from abuse and exploitation.

CRS welcomes candidates from the countries and regions in which we work. In the event the successful candidate is an expatriate, the anticipated duration of the assignment is informed by a term limit, based on the type and level of the job and the needs of the agency.

CRS is committed to safeguarding program participants, community members, staff and volunteers from all forms of exploitation and abuse. The successful candidate is expected to sign and adhere to CRS' Code of Conduct. CRS talent acquisition procedures reflect our commitment to safeguarding the rights and dignity of all people - especially children and vulnerable adults - to live free from abuse and harm.

Disclaimer: This job description is not an exhaustive list of the skill, effort, duties, and responsibilities associated with the position.

CRS is an Equal Opportunity Employer and does not discriminate on the basis of ethnicity, religion, sex, national origin, disability, or HIV/AIDs.

Application requirements

Individuals interested in this job are invited to submit your applications via email to Catholic Relief Services at: recruitment.vietnam@crs.org

Applications in English should include:

- i) Curriculum Vitae with name and contact information of three references
- ii) Application Letter
- iii) Copies of degrees, certificates

Deadline for submission: **21 Oct 2026**