The University of North Carolina

JOB ANNOUNCEMENT – FINANCE MANAGER

The University of North Carolina in Vietnam is a research organization of the University of North Carlina at Chapel Hill, USA. We are conducting studies on new therapies for HIV and TB treatment and prevention as well as health interventions targeting key populations, including people living with HIV, TB patients, men who have sex with men, transgender woman and people who inject drugs. In addition, UNC Vietnam conducts implementation research and service quality evaluations to support health system strengthening and improve the delivery of essential public-health services. We are in partnership with clinical trial networks of the US National Institute of Health (NIH) such as the HIV/AIDS Prevention Trial Network (HPTN) and Advancing Clinical Therapeutic Globally (ACTG). In order to expand our operations, we are now seeking a talented and dedicated individual to join our team as Finance Manager.

Position: **Finance Manager**
Full-time position. Based in Hanoi.

Report to: Country Director

Position Summary:

The Finance Manager serves as the head of the finance and accounting department, holding ultimate accountability for the organization's financial strategies, systems, and operations. This role provides strategic counsel to optimize resources, control costs, and deliver key financial analysis that enables timely and effective executive decision-making. Additionally, the Finance Manager ensures that the financial and accounting systems operate with full transparency and strictly comply with Vietnamese laws as well as donor regulations.

Duties & Responsibilities:

Personnel management and development for the finance & accounting (F&A) department:

- Develop monthly, quarterly, and annual operational plans for the F&A Department.
- Organize, coordinate, and supervise professional activities; resolve arising issues related to the operation and management of the office's financial/accounting systems.
- Participate in interviews, recruitment, and personnel placement for the F&A Department.
- Propose and organize capacity-building training programs for the F&A staff.

- Manage work schedules, set performance goals, and conduct performance evaluations for department personnel.
- Stay updated on and promptly disseminate new regulations, legal updates on taxation, and accounting-financial standards.

Financial and budget management:

- Consolidate, develop and manage the comprehensive budget and overall financial plan.
- Forecast periodic expenses and work directly with UNC CH to secure financial resources for the Organization's studies and operations.
- Appraise financial proposals for new studies.
- Review financial reports prior to submitting them to the Director for approval.
- Submit reports and provide clarifications/explanations to UNC CH.
- Maintain comprehensive control over financial health, including financial analysis, cost control, and cash flow management.
- Oversee and manage treasury functions, including cash and bank balances, to safeguard assets, mitigate financial loss, and enforce internal controls through ad-hoc and scheduled cash counts.

Maintain and optimize the general accounting system to ensure compliance

- Establish and standardize the accounting system (including chart of accounts, books and vouchers, financial policies, and procedures); oversee system operations on accounting software (MISA, etc.).
- Monitor funds, grants, cash, and bank balances to proactively detect, report, and resolve financial irregularities.
- Develop payroll allocation plans across studies and review payroll reports.
- Prepare financial statements, management accounting reports, and project financial closures; prepare documentation and liaise with external auditors and tax authorities.
- Prepare tax reports and perform Personal Income Tax (PIT) finalization.
- Review the compliance and validity of commercial and service contracts prior to submitting them to the Director for signature.

Financial oversight and accounts receivable/payable management

- Review and verify documentation for cash advances, payment requests, and advance settlements.
- Control expense bookings in the accounting software; print, sign, and approve accounting vouchers.
- Manage and monitor accounts receivable/payable for partners, suppliers, and employees; perform periodic ledger account reconciliations.

Management reporting

- Review, reconcile, and perform month-end closing for cash, bank, receivables/payables, and all ledger accounts within the accounting software.
- Prepare periodic management reports and analyze operational efficiency.
- Analyze financial ratios, provide early warnings, and deliver variance analysis on irregular fluctuations to the Director.

Perform other job-related duties per requested

Requirement:

- Bachelor's degree or higher in finance, accounting, auditing or relevant fields.
- **7+** years of professional experience in finance and accounting, with at least 5 years in an equivalent managerial role.
- Advanced financial reporting and executive presentation skills.
- Expertise in financial data governance, analysis, and quality assurance.
- Exceptional leadership, interpersonal, and cross-functional collaboration skills.
- Strong written and spoken Vietnamese and English

Salaries and Benefits: Competitive salary

How to Apply:

Interested candidates are invited to email a cover letter with contacts for three references and a CV to Ms. Hien Vu at hienvu@unc.edu (in the subject line, please put "**Finance Manager**") no later than **17:00, December 15, 2026.**

We are sorry that only short-listed candidates will be contacted for interview.