The University of North Carolina

JOB ANNOUNCEMENT – ACCOUNTANT

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: **Accountant**
Full-time position. Based in Hanoi.

Report to: Finance Manager

Position Summary:
The incumbent is responsible for project/study financial tracking and management; supporting the Finance Manager in budget development, and managing partner contracts. This role oversees payment accounting, accounts payable/receivable, and cash fund management, while assisting the Finance Manager with management reporting. Additionally, the position ensures that all operational activities and project expenditures strictly comply with donor regulations, UNC internal policies, and Vietnamese laws.

Duties & Responsibilities:

Payment accounting and voucher control

- Receive and verify the completeness, validity, and compliance of documentation for cash advances, payment requests, and advance settlements.
- Review information, cross-check figures, and sign off on verified cash advances and payment requests.
- Book expenses in the accounting software; print and sign processed accounting vouchers.
- Generate cash receipt vouchers in accordance with operational requirements.

Accounts payable and receivable management

- Prepare, review, and reconcile employee and partner's debt reports.
- Identify discrepancies or errors in ledger balances and collaborate with the banking accountant and Finance Manager for resolution.
- Track employee cash advances and monitor advance clearance.
- Enforce compliance by prompting staff to submit advance settlements within designated deadlines.
- Follow up with and prompt project staff to complete advance settlements for partners.

Cash fund supervision

- Monitor and reconcile the cash ledger against accounting data and physical supporting vouchers.
- Collaborate with the Administrative Officer to conduct physical cash counts on the final working day of each month.
- Control and verify cash on hand and bank balances during the month-end closing process.

Personal Income Tax (PIT) reporting

- Prepare and submit quarterly PIT declarations.
- Prepare PIT statements paid on behalf of individuals.
- Execute annual PIT finalization procedures; assist staff with tax authorization procedures or self-finalization filings.
- Act as the primary focal point to clarify and explain financial data during tax authority audits or inquiries.

Finance and management reporting

- Track and allocate project costs for individual projects/studies within the accounting software.
- Verify the completeness and accuracy of all financial data recorded in the accounting system to ensure data integrity.
- Prepare financial, expenditure, and management reports utilizing designated templates.
- Compile, categorize, and scan supporting vouchers required for each reporting package.
- Collaborate with relevant departments to review, cross-check, and finalize financial reporting figures.

Contract and agreement disbursement tracking

- Monitor and track disbursements for partner contracts and study implementation agreements.
- Oversee disbursement schedules for sub-grant agreements and sub-awards with partners.
- Verify and cross-check disbursements against supporting documentation, vouchers, and approved financial plans.

- Consolidate and update disbursement trackers to provide ad-hoc reports to management upon request.

Perform other job-related duties per requested

Requirement:

- Bachelor's degree or higher in finance, accounting, auditing or relevant fields.
- **5+** years of professional experience in finance and accounting.
- Strong expertise in project financial management and working with international donors.
- Expertise in financial data governance, analysis, and quality assurance.
- Excellent interpersonal and cross-departmental collaboration.
- 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 "**Accountant**") no later than **17:00, November 30, 2026.**

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