

Finance Manager & Project Accountant

HELNETAS Swiss Intercooperation is one of the most experienced and largest development organisations in Switzerland. As a politically and denominationally neutral association, HELNETAS Swiss Intercooperation is supported by over 100,000 members and sponsors, as well as 12 regional groups of volunteers. Active in 32 countries, HELNETAS Swiss Intercooperation has been working in Vietnam since 1994. Today, our Vietnam programs focus on governance, local planning, the reform of public administration, water and sanitation, rural economy, value chain of different commodities: cocoa, tea, handicraft, natural ingredients, etc. We are looking for 01 **Finance Manager** and 01 **Project Accountant**, both based in **Ha Noi**.

01 FINANCE MANAGER

Required Qualifications

- Master or University degree in Finance / Accounting;
- At least 10 years direct working experience in financial control;
- Practical experience with accounting software and Computer literate on MS office software;
- Excellence command of Vietnamese and English. Excellence communication and writing skills
- Team oriented spirit with inter-personal and cross-cultural communication skills and result oriented spirit.
- Ability to adapt to fast and dynamic changing context. Willingness to travel to remote places. And experience working with development projects or NGO is an advantage.

Responsibilities

- Overall responsibility for the financial system in HELNETAS Vietnam: Budget monitoring, cash flow management, bank account, fund request, fund transfer management, expenditures control, accounting, accounting software, consolidating financial report of all projects;
- In collaboration with project managers and under supervision of country director to prepare the annual budget. Provide budget comparison upon request;
- Internal control system and the local audit provided by independent auditing firm;
- In collaboration with program managers to provide technical assistance, and coaching project's and partner's accountants in different project sites (Hoa Binh, Cao Bang, HCM City);
- Make sure all contracts are in line with budget, rules and regulations. Prepare/finalize financial statements and invoices to donors. Update the financial manual;
- Advise the management to implement effectively budget. Bring into play any measure and tool which will improve cost effectiveness, accuracy and timely report of financial issues.

01 PROJECT ACCOUNTANT

Required Qualifications

- University degree and relevant field experiences in financial and/or accounting;
- At least 3-5 year direct working experience in financial and/or accounting field;
- Practical experience with accounting software and Computer literate on MS office software;
- Good command of Vietnamese and English. Good communication and writing skills;
- Team oriented spirit with inter-personal and cross-cultural communication skills and result oriented spirit;
- Ability to adapt to fast and dynamic changing context. Willingness to travel to remote places. And experience working with development projects or NGO is an advantage.

Responsibilities

- Bookkeeping, enter data into the accounting system, opening-closing year accounts;
- Consolidate quarterly and yearly the project accounts;
- Prepare bank transfer forms and cheques. Arrange payments for approved activities;
- Check contracts before approval in accordance with budget, policies and prevailing tax rules;
- Involve in preparation of quarterly, bi and annual budgets, provide budget comparison upon request;
- Finalize financial statements and invoices to the donors as required;
- Administer various funds and tax-servicing requirements as necessary (e.g. social fund, PIT, VAT, etc.).

Interested candidates should send applications (CV plus motivation letters and copies of diplomas) to Ms Nguyen Tu Anh, Human Resources Manager, email: nguyen.tuanh@helvetas.org by **10th April 2013**. Please specify in email title as “**Application for Finance Manager**” or “**Application for Project Accountant** “. Only short listed candidates will be contacted.