



Job Announcement for Finance Coordinator

Our announcement will be closed by 07 September 2018

Habitat for Humanity International founded in United States in 1976. Habitat now works in 1,400 communities across the U.S. and in nearly 70 countries and has helped 6.8 million people achieve strength, stability and independence through safe, decent and affordable shelter.

HFH Vietnam has been working in Vietnam since 2001. As of June 2016, HFH Vietnam has enabled more than 13,600 low-income Vietnamese families to improve their living conditions through decent homes, clean water and safe sanitation and post-disaster reconstruction and repairs. In addition, HFH Vietnam has provided training in disaster preparedness, financial education, hygiene practices, and construction skills, among others, to more than 75,800 individuals.

For more details, please visit us: <http://www.habitat.org/> <http://habitatvietnam.org/>

Our vision

A world where everyone has a decent place to live.

Our mission

Seeking to put God's love into action Habitat for Humanity brings people together to build homes, communities and hope.

Habitat for Humanity is looking for Vietnamese Candidate to fill position of **Finance Coordinator**

Position Title	Finance Coordinator
Report to	Senior Finance Manager
Work Location	Ho Chi Minh City
Supervise	None

Job Summary

The Financial Coordinator (FC) operates as a senior level accountant or financial officer. The FC coordinates project and organization financial needs and requirements, ensure compliance with HFHI/HFHV Policies, guideline, ensure the stewardship of the organization resources; Managing and supervising the national organization's financial activity and accounting systems; Financial reporting and analysis and services to the Country Director; Program Managers and other stakeholders.

Key Accountabilities

- Oversee effective cash control and management from day to day transactions through controls and systems that are adhered to by project/program teams and partners.
- Prepare project and program budgets for proposals,
- Prepare quarterly cash flow projection of projects and operation, insure program capital needs are met with consultation to project/ program team leaders and Country Director.
- Provide accurate and timely reports to HFHI and stakeholders.
- Facilitate the fund transfer process i.e. from/to donors and from/to project offices and partners for efficient operations, etc.
- Prepare and coordinate with Consultant on VAT refund projects; Internal and External auditor.

- Contributes to review and update of financial policy and guideline development.
- Ensure financial records are maintained in compliance with accepted policies and procedures; Ensure consistency in the financial system, resolve accounting discrepancies and irregularities; Ensure financial records are filed appropriately i.e orderly and up-to-date.
- Monitors monthly, quarterly and annual key financial indicators such as admin-program ratio, repayment rates, expenses and income to budget, to insure compliance to HFHI standards
- Perform other duties as assigned by Senior Finance Manager or Country Director

Job requirements

To be successful in this role, potential candidate should demonstrate following qualification & willingness to occasionally travel domestically or internationally and work with computer for long hours

1. Degree in Accounting / Financial Management from University or Diploma Awarding Institution
2. 4+ years in the field of accounting with medium / large organization, preferable FDI Enterprise or international audit firm.
Studying ACCA, CPA or CMA would be an advantage
3. Soft skills include:
 - ✓ Sound technical knowledge in accounting, systems, policies and procedures
 - ✓ Advanced computer skills MS Excel, MS Word. (Familiar with Sun System would be an advantage)
 - ✓ Work ownership, responsible and committed.
 - ✓ Willingness to work “hand-on”
 - ✓ Customer service skills and team work spirit
 - ✓ Results focused with ability to work independently & under pressure
 - ✓ Good Analytical and problem-solving mind and well-organized.
 - ✓ Good communication skills in English and Vietnamese.
 - ✓ Aptitude to learn and self-development.

At Habitat we commit to provide people with following values:

1. Competitive salary and benefits comparing with other INGOs in Vietnam
2. Open, collaborative and supportive working environment
3. Experiencing meaning of community development through Habitat’s projects
4. Enhance your English while exposing to international volunteers and technical documents

Candidates who are Interested in community development & qualified to the job is welcome to send us your comprehensive English CV, and cover letter to highlight your interest and capabilities and contact details (including telephone number and email) of 3 references including most recent direct supervisors to application@habitatvietnam.org

Habitat for Humanity Vietnam gives equal employment opportunity to Vietnamese qualified candidates. Please note that only shortlisted candidates will be notified.