ROLE PURPOSE: Finance Coordinator - Vietnam

Our Vision
We see a world in which no person is needlessly or visually impaired.

Our Purpose
We are determined to deliver Fred Hollows' vision of preventing blindness and restoring sight.

We work around the world so that no one is left behind, and in Australia we work tirelessly to ensure that Aboriginal and Torres Strait Islander people can always exercise their right to sight and good health.

Our priority is to work with communities to improve their own eye health. We do this through life-changing surgeries and treatments, training doctors and health workers, generating new ideas, and pushing for change at all levels – from local to global.

How we value your contribution:

Remuneration package
We aim to provide an overall remuneration package that is attractive and fair. Our global remuneration framework ensures we align to local pay, employment conditions and laws, and we benchmark against the local market to ensure we offer competitive employment conditions that are appropriate to our sector.

13th month payment
As a permanent employee, you will receive a payment equivalent to one month’s salary each year (pro-rata for those working part of the year).

Leave
You will have access to annual leave each year (pro-rated for part-time employees) in line with local regulations. You will also have access to other leave such as personal (sick or carers’) leave, maternity leave, paternity leave and compassionate leave.

Performance & development
Our performance and development framework enable you to work closely with your manager to plan, manage, and review your performance throughout the year. This approach also enables you to discuss development opportunities and areas for growth.

Learning & development
Our approach to learning and development will enable you to have the information, skills and knowledge needed to do your job. We build the capacity of our people and support you with on-the-job experience, coaching and formal learning.

Leadership
Leadership is a key priority for us. We have customized leadership programs for leaders at all levels that are focused on supporting our people to be inspired, empowered and to make an impact in their work so that together we can achieve our vision.

Study support
We are proud that so many of our people are tertiary educated and we are committed to supporting tertiary education that is relevant to your work through our global study assistance program. Relevant applications for study support are considered annually, providing financial assistance and study days.

Recognition
Our recognition program has been designed to recognize and acknowledge our people who live our values of Integrity, Collaboration, Empowerment and Action, in everyday activities. We recognize our people in three ways: Peer-to-peer, manager recognition, as well as length of service.

Flexible work arrangement
You will have access to flexible work arrangements. We encourage a spirit of mutual flexibility, enabling discussions between you and your manager about maintaining work-life balance.

Health & safety
We are committed to supporting your health, safety and wellbeing. If required, you and your family will have access to free external, professional and confidential counselling assistance if you need help with personal, family or employment related matters.

To work in the Foundation, you will:

- Be eligible to work in Vietnam where you will be based.
- Undergo background check including criminal records and qualifications check
- Undergo working with children check for positions which are identified as working with children.
- Undergo background check including criminal records and qualifications check

Role purpose defines the broad accountabilities of the positions, which may change based on organisational need.

Please refer to divisional, team and individual work plans for more specific details.
### ROLE PURPOSE

**Role Title:** Finance Coordinator  
**Division:** Vietnam  
**Location:** Da Nang  
**Date:** December 2021  
**Employment type:** Full-time, Permanent  
**Reports to:** Country Manager, Vietnam  
**Number of direct reports:** 0  
**Leadership Band:** Lead self

### Purpose of the role:

The Finance Coordinator is accountable for the implementation of daily accounting work, accounting system requirements; and providing support in financial administration and reporting of the Office and Programs of FHF Vietnam.

The Finance Coordinator **will own the outcomes of:**

1. Providing effective support in the accounting service and financial administration for office and programs/projects in compliance with FHF financial and operational regulations/guidelines.
2. Conducting and facilitating effective financial check and follow-up on the spending of project partners to ensure transparency, correctness, reasonability, and accuracy.
3. Providing proactive support to project partners in financial reporting of FHF projects and closely monitoring the compliance to FHF financial regulations by the partners.
4. Contributing to financial coordination and justification with the project teams during the project implementation and disbursement process to ensure being answerable and justifiable to the teams’ inquiries.
5. Supporting Country Manager on the asset management, external audits, HQ’s internal audit, document filing, and other office accounting tasks.
6. Building capability within and across teams and partners to drive a culture of engagement and collaboration within The Foundation.
7. Other accounting and financial tasks as requested by your manager.

### Our Capabilities:

**Look Out**  
**Look Within**  
**Look Beyond**

### As a member of The Foundation Family you will:

1. Live by the values of The Foundation and support The Foundation’s culture, performance and brand.
2. Adhere to all The Foundation’s policies and procedures.
3. Strengthen the health, safety and well-being of all/look out for the well-being.
4. Lead, collaborate and contribute in all interactions.

### Essential Experience:

- Good knowledge and proven experience in financial accounting, especially for INGO
- Proven experience on program finance management
- Experience in working with the accounting software such as Sun Systems.

### Desirable Experience:

- Being able to travel when requested (In country and international)
- Internal Audit experience
- Working in teams

### Skills:

- Excellent communication skills, including fluency in written and spoken English and Vietnamese
- Good problem-solving and analysis skills: demonstrates initiative when faced with challenges

### Qualifications:

A bachelor’s degree in accounting

### The position involves:

This position is recognised as having “Contact with Children” either direct or indirect  
This position does involve “Working with Children” either direct or indirect.

### Additional Responsibility:

Ensure that the work for which they are responsible is carried out in ways, which safeguard the health and safety of workers.