

ROLE PURPOSE

Role Title: Finance & Operations Officer	Division: Global Programs	Location: Da Nang, Viet Nam	Date: January 2026
Employment type: Full time, 2 fixed years	Reports to: Senior Finance Coordinator and Operations Coordinator	Number of direct reports: None	Leadership Band: Leads Self

Purpose of the role:

The **Finance & Operations Officer** (FOO) is accountable for the general office and financial administration functions of the country office. The position is the coordination point between the global business operations team, country supporting network and Viet Nam country team.

The Finance & Operations Officer will own the outcomes of:

1. Finance (80%):

- Assist the Finance Coordinator in implementing The Foundation's financial policies and procedures in alignment with the FHF Finance Manual and local country regulations, supporting project partners in financial reporting of FHF projects and monitoring the compliance with FHF financial regulations by the partners.
- Prepare and process requisitions for the country team in The Foundation's financial system to ensure timely payment of invoices and liaise with the bank as required.
- Support the coordination of the budgeting process and review of the budget performance forecast.
- Monitor the use of financial management and donor reports following agreed workplans to ensure the precision and value for money.
- Manage office and program documents.
- Support in internal and independent audit processes.

2. Procurement (10%):

- Support in relevant procurement process.
- Liaise with suppliers and partners.

3. Operations (10%):

- Assist Operations Coordinator in relevant office and program operations.
- Support in office contract management.
- Support in office equipment and asset management.
- Support in travel and security coordination.
- Arrange meetings, events and workshops as necessary.

4. Other tasks upon request from your line manager and country office, e.g. supporting global or other countries.

Our Capabilities:

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 health, safety and well-being of all/look out for the well-being.
4. Lead, collaborate and contribute in all interactions.



Essential Experience:

- At least 5 years of working experience.
- Grant management and donor-funded reporting.
- Sound knowledge of current local legislation and regulations in Vietnam
- Solid knowledge of accounting principles, financial systems, budget/cash-flow monitoring and internal accounting controls

Skills:

- Financial and accounting systems
- Office operations and procurement
- High-level skills in Excel and other Microsoft Offices
- Interpersonal, facilitation and presentation
- Capacity to work effectively in cross-cultural / mixed language environments
- Efficient relevant computer programs
- English competency

Desirable Experience:

- Management of financial and accounting systems
- Management of office operations and procurement

Qualifications:

Degree in Accounting and Finance, or related field.

The position involves:

This position is recognised as having "Contact with Children" either direct or indirect.

This position does not involve “Working with Children” either directly or indirectly.

Travel:

Domestic or international

This role purpose defines the broad accountabilities of the positions, which may change based on organisational need. Please refer to the divisional, team and individual work plans for more specific details

Additional Responsibility:

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

To work in The Foundation, you will:

- Be eligible to work in Vietnam
- Undergo background check including criminal records and qualifications check
- Undergo working with children check for positions that are identified as working with children