

# ROLE PURPOSE

**Role Title:**

Finance Coordinator

**Division:**

Global Program

**Location:**

Da Nang, Viet Nam

**Date:**

May 2025

**Employment type:**

Full-time, fixed term contract

**Reports to:**

Country Manager

**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 to the Office and Programs of FHF Viet Nam and beyond if required. The **Finance Coordinator** will own the outcomes of:

1. Providing effective support in the accounting service and financial administration for the office and programs/projects in compliance with FHF financial and operational regulations/guidelines.
2. Conducting and facilitating effective financial checks 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 with FHF and donor 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, updating guidelines and policies, external and internal audits, 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. Provide support on the financial management of other countries as required.
8. Other accounting and financial tasks as requested by your manager.

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

**Essential Experience:**

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

**Skills:**

- Excellent communication skills, including fluency in written and spoken English and Vietnamese.
- Good problem-solving and analysis skills.
- Propose solutions for challenges or issues that arise or are potentially incurred.

**Desirable Experience:**

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

**Qualifications:**

- A bachelor's degree in accounting.

**The position involves:**

This position does involve "Working with Children" either direct or indirect.

**Travel:**

International and Domestic

**Additional Responsibility:**

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

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.

**To work in The Foundation, you will:**

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