

## JOB DESCRIPTION

<b>Title</b>	Programme Finance Coordinator (PFC)
<b>Location</b>	Hanoi with travel to field offices as required
<b>Reporting to</b>	Finance Manager (FM)
<b>Staff reporting to this position</b>	Senior Project Finance Officer in Quang Tri & Project Finance Officer in Quang Binh

### Summary of the Position

The PFC is responsible for overall programme bookkeeping, accounting and financial reporting. This is a senior position within the finance team with a direct supervisory role over the financial activities in MAG's provincial offices and supporting the Finance Manager in producing timely and accurate financial programme wide reporting

### Specific Areas of Responsibility

#### ***Accounting, Monitoring and Compliance***

- Ensure that accurate and complete accounting, reporting and internal control systems are functioning, up-to-date, and that all relevant records, are maintained and filed systematically and securely. This includes the asset register, contracts, and supporting documents for all financial transactions, and ensuring all income received by the country programme is properly receipted, and immediately recorded
- Assist the FM to produce accurate and timely financial reports for all expenditures made by the MAG country programme
- Ensure that expenditure meets contractual requirements and remain within approved plans and budgets, and that no expenditure is incurred, that is not covered by existing funding agreements. Recommend reallocation of funds where appropriate.
- Complete necessary tasks utilising PSF software in accordance with MAG HQ guidance and instruction
- Ensure that contracts, procedures and transactions do not transgress Vietnamese law
- Assist FM to ensure timely responses are provided to internal and external auditors
- Maintain effective control over cash and bank transactions, and ensure that cash in hand and bank statements reconcile with the accounting record.
- Ensure that all locally employed staff salaries are made in accordance with the up to date nominal roll on a monthly basis.

#### ***Management***

- Provide effective remote line management, guidance and support to Project Finance Officers ensuring that work carried out to a high quality and in line with MAG policies and procedures.
- Advise and assist in the recruitment, induction and definition of objectives and tasks of project finance staff.
- Provide training and financial assistance to project support teams.
- Support the FM to ensure that appropriate policies and procedures are in place to ensure the efficient and robust management of MAG Vietnam's financial and accounting systems

#### ***General***

- Continuously work to improve existing procedures and recommend ways to increase the cost efficiency, quality and best use of resources.

- Represent MAG with major stakeholders, partners and local authorities at national, provincial and district level, to ensure MAG's best interests are represented and the smooth implementation of the project activities across all locations.
- May be expected to work some evenings and/or weekends and undertake other duties where required.
- She is also expected to show initiative, sound judgment and to make relevant staff aware of any issues relating to finance, which might effect decisions on financial issues and policies.
- S/he will be expected to co-operate as a member of the project team, and will be appraised according to the quality of service provided to ensure the operations run smoothly.
- Expected to perform other reasonable duties required.
- Regular travel is required.

<b>Person Specification</b>
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**Knowledge**

- High proficiency in accounting and finance management skills
- High proficiency in English language with good written and reporting skills.
- Demonstrating high attention to details and commitment to accuracy and integrity.
- To always work within the MAG Code of Conduct

<b>Grade</b>
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This position has been graded at Grade 7 of the MAG Vietnam Salary Scale. This grading has been based on the following minimum competency and experience criteria.

<b>Competencies</b>	Demonstrated leadership qualities and ability to line manage and supervise other team members
	Responsibility and accountability for specific functions at a provincial level
	Can be requested to attend senior level MAG meetings and contribute to internal provincial planning
	Advise Senior Management Staff when requested at programme level with relevant institutional knowledge
	Can be expected to represent MAG in place of other senior MAG personnel
	Demonstrated leadership qualities and ability to line manage and supervise other team members
	Responsibility and accountability for specific functions at a provincial level
<b>Experience</b>	At least 4 years experience working with MAG or in a similar role
	Must be able to work and communicate in English