**Call for application – Finance and Accounting manager**

***Position title*:** Finance and Accounting manager

***Program***: Disability and Mental Health - ***Project***: Inclusion 1

***Start date***: As soon as possible

***Report to:*** Chief of Party and CCIHP Head of Finance & accounting department

***Reported by***: Project accountant and Procurement & Contracting officer

This position is subject to donor’s approval for key personnel

Center for Creative Initiatives in Health and Population (C.CIHP) is a Vietnamese NGO registered under VUSTA since 2008. We are working in the fields of public health, health equity, gender and gender-based violence, reproductive and sexual health, and disability and mental health.

C.CIHP is currently looking for a qualified candidate for the position of Finance and Accounting manager for a project funded by USAID to improve the quality of life of persons with disabilities in Vietnam. S/he is expected to lead general financial management and processes, sub-award financial management, and accounting of the project.

***Responsibilities:***

* Ensure that the project maintains the highest financial standards for compliance and audit
* Establish and maintain sound and transparent accounting and fiscal control procedures for financial, subaward and operations aspects of the project.
* Ensure compliance of financial systems with CCIHP and VUSTA policies and procedures, USAID rules and regulations, award requirements, and Government of Vietnam laws.
* Develop, analyze and monitor program budgets; monitor and track obligations and expenditures against budgets.
* Establish (together with Procurement & Contracting officer) and manage project procurement processes, especially in terms of sub-contractors bidding and management
* Advise senior leadership regularly on financial and operational related matters.
* Provide direction and guidance to local, consortium partner, and sub-contractor on compliance issues, and procurement standards/requirements.
* Work closely with team members to ensure timely and quality financial reporting, and program set-up and close-out processes
* Prepare and submit expenditure reports, payment management system reports, and other required financial and audit reports to USAID
* Contribute to the development of high-quality work plans, and other deliverables required by USAID.
* Liaise with internal and external auditors in the review of project financial management.

***Required skills and experience:***

* Master's Degree or higher in accounting, finance, or business administration or related field.
* Ten or more years of relevant experience in financial management and accounting, including overseeing the finance and operations of equally large and complex projects.
* Familiarity with USG rules and regulations for grants and contracts is required; USAID award financial and operation management experience strongly preferred.
* Knowledge in generally accepted accounting standard, budgeting and fiscal control principles.
* Demonstrated experience and skills in developing and managing large budgets.
* Relevant skills in automated accounting software systems and database spreadsheets.
* Experience building capacity in financial management of community-based organizations and implementing partners.
* Demonstrated ability to create and maintain effective working relations with Government, NGO partners, community-based organizations and international donor agencies; as well as effective teamwork with technical and financial & accounting team in CCIHP
* Excellent English language skills; fluency in Vietnamese.
* Relevant computer software skills and familiarity with accounting software.

This job description summarizes the main duties of the job. Management reserves the right to review and revise this document at the contract negotiation.

***How to Apply:***

Interested candidates are encouraged to apply and submit their CVs/resumes and cover letters to Ms. Thuy Bui at bnthuy@[ccihp.org](mailto:qttrang@ccihp.org) as soon as possible, but no later than **9th Feb 2021**.