

SENIOR ACCOUNTANT

ABOUT US

Lawrence S. Ting Foundation (LSTF) was established in 2005 as a local NGO in Vietnam. So far it has supported more than 1.8 million underprivileged people across the whole country. We mainly provide support at the education and health sectors to people in need. Its major works include life skills training and scholarship provision for students, improving quality education for children with disabilities, capacity building for teachers and medical personal and so on. Pls find more information from our website: lstf.org.vn

Job Summary

The Senior Accountant is responsible for managing, implementing and advising the Board of Directors on matters related to Finance and Accounting.

Key Responsibilities

- Making monthly, quarterly and annual budget estimates and financial plans based on current policies and operational plans of the Fund;
- To perform professional financial and accounting operations in accordance with the provisions of law; disseminate financial management policies and regimes to relevant departments when necessary;
- To periodically report or report at the request of the Board of Directors on the financial and accounting situation of the Fund;
- Check the implementation of the operation plan, the financial revenue and expenditure plan, the payment for the activities; check the use of assets and finance; timely detect and prevent wasteful phenomena, violations of the Fund's financial-accounting regimes and regulations;
- Provide financial data for planning and monitoring; provide reporting data to state management agencies according to current financial and accounting reporting regimes; report on performance to the Directors;
- Implement the payment of salaries and other policies and regimes in accordance with the law for employees;
- Organize the preservation and storage of accounting documents and books in accordance with regulations;
- Perform other duties assigned by the Directors.

Essential Requirements

- Bachelor degree in Accounting/Finance.

- Minimum of four years of experience in the accounting field, with at least two years of experience as management accountant. Experience working as accountant for NGO/iNGO is an advantage
- Fluency in Vietnamese and English (Chinese is a plus)
- Quick response and strong adaptability