



QUỸ HỖ TRỢ CỘNG ĐỒNG ĐÌNH THIÊN LÝ LAWRENCE S. TING FOUNDATION

JOB DESCRIPTION: SENIOR ACCOUNTANT

About us

Lawrence S. Ting Foundation (LSTF) was established in 2005 as a local NGO in Vietnam. So far, it has supported nearly two million underprivileged people across the whole country. Its main supports are on education and health aspects 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 persons, and other social support activities. For more information please visit www.lstf.org.vn

Job Summary

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

Key Responsibilities

- Conduct and be responsible for daily finance and accounting activities of the Foundation;
- Prepare monthly, quarterly and annual budget estimates and financial plans;
- Ensure the compliance of the finance and accounting activities, records and reports of the Foundation to the standards, regulations and requirements of relevant authorities;
- Prepare and present financial and budget management report to the direct supervisor and to the Board of Directors;
- 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;
- Organize the preservation and storage of accounting documents and books in accordance with regulations;
- Perform other duties assigned by the direct supervisor and Board of Directors.

Essential Requirements

- Bachelor degree in Accounting/Finance.
- 3-5 years of experience in the accounting field, with at least two years of experience as management accountant.
- Fluency in Vietnamese and English (Chinese is an advantage)
- Quick response and strong adaptability
- Experience working as accountant for development or social Project/Program/NGO/iNGO is an advantage
- Puccess certificate of chief of accountant is an advantage