## TERMS OF REFERENCE

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## Administrative and Finance Assistant (100%) - CRED

The Centre for Rural Economy Development (CRED) is a leading Vietnam-based Non-Profit Organization (NGO), working to ensure the greater inclusion of poor and marginalised groups to take the lead in the development of their livelihood.

CRED works for the elimination of poverty and greater inclusion of disadvantaged groups including the poor, women, youth and ethnic minorities through greater participation and benefits from sustainable development and economic growth.

**CRED is looking for a qualified candidate to fill the following position:**

**Position Title:** Administrative and Finance Assistant

**Position Duration:** From March 2021 to September 2021.

1. **Administrative support**
   * Control stationeries and purchase office consumables and other items as required;
   * Translate project’s documents;
   * Arrange all necessary logistics for the activities of projects, such as workshops, trainings e.g. book accommodation for participants, arrange transport, supply stationery;
   * Arrange logistic support (travel, hotel, etc) for field trips, external consultants, technical and project officers’ travels;
   * For some projects, prepare AS\_FAR for all activities and go to the fields;
   * Prepare documents and coordinate with VUSTA’s focal contact for compliance with VUSTA’s instructions for local NGOs;
   * Be responsible of processing consultancy contracts including preparing and acquiring internal approval and signing on contracts;
   * Maintain office files and documents for CRED;
   * Support or process other HR tasks when required.
2. **Finance support**
   * Responsible for store accounting documents as per requested rules and check if documents are stored correctly in other localities (including electronic invoices/documents);
   * Monthly print and scan all accounting documents as per CRED financial manual and donor requests;
   * In collaboration with Hanoi and field staff collect all supporting documents as needed for project acquittal process;
   * Responsible for prepare bank payment for approved expenditure;
   * Submit hard copy of accounting documents to banks and tax authority;
   * Enter all transactions into the accounting system of donors regularly, ensure up to date financial information are available in the system;
   * Issue CRED invoices and PIT withholding documents under supervision of CRED Accountant/Finance Officer;
   * Assist and support Finance Officer on other financial related tasks.

**Benefits:**

* + Salary: 8.000.000 VND - 10.000.000 VND;
  + Working office hours, Saturday and Sunday off; Having Tet holidays, annual leave;
  + Be working in a professional environment;
  + Social insurance is paid in accordance with the Labor Law;
  + Purchase additional health insurance coverage of Bao Viet Tokyo Marine Insurance;

**Qualifications**

* + Graduate from university;
  + Have 3 years experience in the same position;
  + Good appearance, good attitude and good organizational skills;
  + Being responsible, enthusiastic and hard-working;
  + Graduate from universit;
  + Good communication in English;
  + Good computer skills (excel, word, power point….).

Interested candidates should send a cover letter, detailing applicable experience and skills, and a CV to [nga.nguyen@cred.org.vn](mailto:nga.nguyen@cred.org.vn) or cred@cred.org.vn.

**Application Deadline:** **5.00pm, 9th March 2021**.