**Vacancy Announcement**

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| **Job opening** | Accountant |
| **Working location** | * TFCF Viet Nam – F6.2, 11A Hong Ha, Tan Son Hoa Ward, Ho Chi Minh City.
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| **Employment duration** | * Probation period: 2 months.
* 2 years contract with possibility of renewal that subject to a satisfactory performance assessment after two-month probation period.
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| **Working hours** | Five days a week, 8AM-12PM & 1PM-5PM |
| **Salary and Benefits** | * Salary: 16,200,000 – 18,000,000
* Annual Leave
* Flexible working hour
* Social & health insurance
* Regular attendance bonus
* Annual bonus (also known as performance reviewed bonus)
* Relevant in-service training
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| **Application closing date** | 28 August 2025  |
| **1st Interview date** | 20-25 August 2025 |
| **Boarding date** | 3 September 2025 |

**About the organization**

Taiwan Fund for Children and Families (TFCF), established in 1950, is an International NGO, aiming at vulnerable children and their families. Through a variety of programs, from sponsorship to child protection, from early intervention to advocacy, TFCF has not only served a number of children but also initiated the social welfare system in Taiwan. As one of the biggest NGOs in Taiwan, TFCF sponsors 113,000 children in the whole world and has over 200,000 Taiwanese sponsors.

In order to assist needy children and families in Vietnam, TFCF Vietnam has been established in 2014. Other than Vietnam, TFCF has 6 other oversea branch offices in Mongolia, Kyrgyzstan, Swaziland, Cambodia, Jordan and the Philippines.

*TFCF’s website:* [*https://international.ccf.org.tw/*](https://international.ccf.org.tw/)

*TFCF Vietnam’s FB page: https://www.facebook.com/TFCFVietnam/*

**Tasks and duties**

The accountant is a member of the TFCF Viet Nam team who takes accountability in performing professional accounting work including processing payments, bookkeeping, examination, analysis, maintenance, reconciliation, and verification of financial records; develops and implements accounting systems; and performs related duties as required. The accountant will also assist in budgeting processes and provide financial data to project management for internal decision-making. This position provides leadership to ensure TFCF’s tight financial control and delivery of TFCF’s financial strategy, in alignment with its overall vision and strategy.

**Role accountabilities:**

**Financial Accounting**

* Ensure transparency, accountability, and consistency in TFCF’s financial system;
* Check program advance/payment/expenses to ensure those are processed on time and in line with TFCF’s and donor’s financial requirements;
* Process payment requests and clear advances, receivables, and payables in due time in line with TFCF procedures; including collecting invoices, preparing financial documents, and reporting to TFCFVN Management Board in a timely manner;
* Ensures timely and accurate processing of financial transactions, such as invoices, payments, and reimbursements.
* Prepares payroll while maintaining accuracy and confidentiality.
* Post transactions into TFCF’s Internal accounting system;
* Monitor expenditure versus detailed budget plan;
* Be responsible for the allocation of personnel and administrative costs to projects.
* Review partners’ finance reports and partners’ advance in due time;
* Follow up with the program team and partners to ensure partners’ finance reports are sent in due time and the subsequent fund transfer can be done in line with the planned budgets;
* Manage financial reporting, including monthly financial reports, organizational financial reports, and reports for local authorities (as required);
* Perform periodic reports upon being requested by the Management Board and HQ;

**Cash Forecast, Banking and Cash Management**

* Be responsible for banking matters and carry out internal banking transactions.
* Perform cash/bank reconciliation monthly;
* Prepare necessary cash for administration/program expenditures;
* Prepare Cash/Bank Forecast quarterly;

**Taxation**

* Handle personal income tax matters for staff, consultants and freelancer;
* Manage value-added tax (VAT) procedures and tax-related matters for the organization;

**External and internal audit**

* Be responsible for the organization’s audit process;
* Participate in the meetings with Auditors;
* Prepare for both internal and external audits;
* Facilitate the audit conducted at the TFCF Office and partners’ office;
* Provide necessary recommendations and implement adjustments based on audit findings;
* Maintain and update partners’ finance visit schedule, making this schedule feasible and efficient;
* Conduct periodical finance visits to partners to ensure partners’ compliance;

**Capacity Building**

* Support in providing finance introduction training to new TFCF staff when required;
* Provide finance training to partners, enabling them to follow TFCF and donor financial requirements well;

**Other Compliance Tasks**

* Support in the process of partner selection/evaluation and conduct partners’ assessment;
* Provide necessary support to staff to ensure TFCF staff to have the necessary knowledge and practices in financial management;
* Provide complete and timely information and contribute to organizational and strategic decision-making;
* Participate and contribute to annual and quarterly planning, budgeting, and reporting processes;

**Working contacts**

* Internal: Program Manager, Country Director, the person in charge from HQ, the accountant in Hanoi Office, Communication and Office Admin Associates;
* External: Government Agencies, INGOs, donors, suppliers of goods and services;

**Required qualifications and experience**

* Bachelor’s degree or higher in finance or accounting-related fields. Having a certificate in general accounting or chief accountant is preferred.
* Minimum of three years of accounting and finance experience in an international non-governmental organization (INGO) or similar setting is required
* Good knowledge of Vietnam’s Accounting Law, tax policies (VAT, PIT), labor regulations (including social insurance), and audit requirements, especially as applied to INGO operations and project-based accounting in Viet Nam
* Experience in managing donor-funded programs/projects, including budgeting and reporting.
* Proficient in English (written and spoken) and Microsoft Office, especially Excel
* Discreet, reliable, and able to handle confidential information
* People-oriented and results-driven
* Vietnamese nationality only

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| **Apply for the Position**  |
| **Application procedures**  | *Email all following document with the subject line of* ***“Application for Accountant position – Candidate’s name”*** *to* ***yenhuynh@ccf.org.tw*** *before 18th August 2025*1. TFCF VN Application for Employment (attached)
2. CV/Resume
3. Scanned University Diploma/Certificate of graduation, and transcript for fresh graduates.
4. Letter of recommendation with signature (preferable)
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| **Contact person** | Communication and office Admin Associate, Huynh Hai Yen (Ms.)Office Tel: (+84) 967 200 645Office working time: 08:00-12:00 & 13:00-17:00, Mon-FriOffice E-mail: yenhuynh@ccf.org.tw |
| **Interview information** | * **The interview and written test:** You will be informed via email once interview agenda is scheduled. No video interviews are accepted.
* Interview location: F6.2, 11A Hong Ha, Tan Son Hoa Ward, HCMC
* Note: The result will be determined within one week after the interview. We will **only** notify the interview results via email to the qualified candidate. Therefore, please ensure your email address’s function and correctness.
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