



## **JOB TITLE: ADMINISTRATIVE AND FINANCE ASSISTANT**

**Organization:** Children of Vietnam

**Location:** Vietnam Office | 60 Nai Nam St., Hoa Cuong Ward, Da Nang City

**Position Type:** Full-time

**Reports to:** Administrative and Finance Officer

### **About Children of Vietnam**

Children of Vietnam (COV) is a 501(c)(3) charity organization, licensed as an international non-governmental organization in Vietnam and the US.

Children of Vietnam was established in 1998 to end child poverty. We accomplished this by providing wraparound services that focus on one child, one family, and one community at a time.

Our vision is a Vietnam in which all children flourish, reach their full potential, and contribute positively to society.

### **Position Overview:**

An Administrative and Finance Assistant is vital in ensuring smooth administrative operations and supporting the Administrative and Finance Officer to ensure that COV operates within a healthy financial environment and meets all its obligations and accountabilities on time.

This position involves working closely with interns, administrative and finance team, program staff, community partners, banks, suppliers, tax authorities, and stakeholders to ensure full compliance with COV and donor regulations and policies.

### **Key Responsibilities:**

#### **1. Administrative tasks:**

- Assist in ensuring efficient day-to-day operations.
- Support to maintain the office in a clean, orderly, and well-organized condition on a daily basis.
- Assist in implementing administrative policies and procedures to enhance organizational effectiveness.
- Providing logistics for meetings, events, and programs.
- Assist in maintaining and updating organizational records and databases.
- Assist in HR functions such as recruitment, benefits administration, working contracts, time records, and adherence to labor laws.
- Assist in maintaining IT infrastructure, data security, and technology needs.
- Perform other supporting tasks when required.

#### **2. Financial tasks:**

- Assist with the financial operations of COV in the Vietnam office, including budgeting, financial planning, and reporting.

#### **USA Headquarters**

PO Box 18039  
Greensboro, NC 27419  
Tel: 336.235.0981

[www.childrenofvietnam.org](http://www.childrenofvietnam.org)

[info@childrenofvietnam.org](mailto:info@childrenofvietnam.org)

#### **Vietnam Office**

60 Nai Nam Street, Hoa Cuong Ward,  
Danang City, Vietnam  
Tel: 0236.3634337



- Assist in managing financial activities, including tax, contracts, logistics, procurement, asset management, and administrative tasks of COV in Vietnam.
- Act as an office cashier.

### **3. Compliance and Risk Management:**

- Stay informed about relevant laws, regulations, and best practices in nonprofit financial management.
- Assist internal controls to mitigate financial risks.
- Assist in tax filing in compliance with tax regulations and reporting requirements for nonprofit organizations.

### **Qualifications and Requirements:**

- Bachelor's degree in relevant fields (e.g., Finance, Accounting, Business Administration).
- Knowledge and experience in finance and administration are a plus.
- Willingness to work collaboratively in a cross-cultural environment, and willingness and ability to work flexibly, including attending early morning and evening events.
- Proficiency in Microsoft Office Suite.
- Strong communication and interpersonal skills.
- Ability to communicate in English.
- Ability to demonstrate organizational and multitasking skills.
- Commitment to the mission and values of Children of Vietnam.

### **How to Apply:**

- Interested candidates should submit the resume, cover letter, and salary expectations to [info@childrenofvietnam.org](mailto:info@childrenofvietnam.org). Please include "Administrative and Finance Assistant Application" in the subject line. The deadline for applications is September 17, 2025.
- Children of Vietnam is an equal-opportunity employer and encourages candidates of all backgrounds to apply. We thank all applicants for their interest, but only those selected for an interview will be contacted.

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