

Finance Manager in Operation Smile Vietnam

Operation Smile Vietnam is part of a global alliance of Operation Smile Foundations and Resource Chapters dedicated to providing free treatment to children and adults suffering from cleft lips, cleft palates and other facial deformities. Besides, we also conduct Dental missions, Craniofacial, and micro surgeries with thousands of children receiving new smile each year. For three decades operating in Vietnam, Operation Smile has been bringing hope to desperate Vietnamese children and their families, we are changing lives one smile at a time.

We are currently seeking **qualified and self-motivated Vietnamese candidates** for the position of **Finance Manager** at Operation Smile Inc. Vietnam, expected to start in November 2025.

The Finance Manager position is expected to provide the successful candidate with the opportunity to work in a professional and meaningful environment, while becoming a part of a dedicated team that brings better lives and hope to disadvantaged children in Vietnam.

NUMBER OF: 01 (one) Finance Manager in Hanoi office

Job Description to be provided to qualified candidates who submitted CV and letter of motivation.

WORKING HOURS: Full-time, Monday – Friday at 8:30AM – 5:30PM

I/ JOB DESCRIPTION

1. Financial Management & Internal Control

- Develop, review and implement financial policies and procedures to ensure efficiency, transparency, and compliance with organizational and donor requirements.
- Design and strengthen internal controls, ensure compliance with global policies and local laws.
- Supervise the daily accounting operations performed by the Finance/Accounting Assistant (book-keeping, payments, receipts, reconciliations).
- Oversee and check local bank transactions and project fund requests prepared by the Assistant; ensure optimal cash management and banking relationships.
- Ensure the accuracy and timeliness of financial records and reports in QuickBooks Online or other approved systems.
- Conduct regular financial analyses and advise senior management on variances, risks, and opportunities.

2. Budgeting & Financial Planning

- Lead the preparation, consolidation and monitoring of annual and project budgets.
- Track budget performance and provide variance analyses with recommendations for corrective actions.
- Coordinate with program and fundraising teams to align financial planning with programmatic objectives.

3. Donor Compliance & Reporting

- Ensure all donor-funded projects comply with contractual financial requirements.
- Review financial reports to donors and partners prior to submission.

- Maintain clear audit trails and documentation for all grant expenditures.
- 4. Regional Coordination & Reporting**
 - Act as the primary finance focal point for the Regional Finance team.
 - Prepare and submit timely and accurate month-end reports, bank and account reconciliations, and other required schedules to the Regional Finance team.
 - Respond promptly to regional/global finance inquiries and support implementation of regional financial initiatives.
- 5. Audit, Legal & Regulatory Compliance**
 - Prepare audit schedules and coordinate with external auditors to facilitate timely annual audits.
 - Ensure adherence to Vietnamese accounting, tax, labor, and NGO regulations as well as organizational policies.
 - Monitor changes in Vietnamese legal frameworks affecting NGOs and advise senior management on implications and required actions.
 - Ensure accuracy and compliance of statutory contributions (social insurance, PIT) prepared by the Assistant; act as the liaison with authorities for complex issues or disputes.
- 6. Staff Supervision & Capacity Building**
 - Provide leadership, coaching, and performance management to the Finance/Accounting Assistant.
 - Build the capacity of finance staff and other relevant personnel on budgeting, compliance and reporting.
- 7. Advisory & Cross-Functional Support**
 - Provide financial advice to the Country Director and senior management for strategic decisions.
 - Participate in cross-departmental initiatives to improve financial systems and controls.
 - Monitor changes in accounting standards, tax and NGO regulations, and update the team and management accordingly.

II/ REQUIREMENT

Qualifications & Requirements

- University degree in Finance, Accounting, or related field; professional certification (CPA, ACCA, CIMA) is an advantage.
- Minimum 5 years of progressive experience in finance/accounting, with at least 2 years in a supervisory or managerial position.
- Experience in an NGO or donor-funded environment strongly preferred.
- Solid knowledge of Vietnamese accounting standards, tax, labor and NGO regulations, and donor compliance requirements.
- Proficiency in QuickBooks Online (or similar accounting software) and MS Office.
- Strong analytical, organizational, and leadership skills; high attention to detail and integrity.
- Excellent interpersonal and communication skills in both Vietnamese and English.

HOW TO APPLY:

Please study about our organization on the website <http://www.operationsmile.org/> - send us your letter of motivation and most updated CV (required: work experience and personal information including Full name, Date of Birth, Mobile number & Email address) to the following address:

Ms. **Nguyen Thi Nga** - email nga.nguyen@operationsmile.org.

Application deadline: **October 20th, 2025**

Title: **[OSV-Nov.25] Finance Manager – Full name**

Only short-listed candidates will be contacted for interview.

