



JOB TITLE: ADMINISTRATIVE AND FINANCE OFFICER

Organization: Children of Vietnam

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

Position Type: Full-time (1-year contract with possibility of extension)

Reports to: Administrative and Finance Manager

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 Officer is vital in supporting the Administrative and Finance Manager 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, program staff, community partners, banks, tax authorities, and stakeholders to ensure full compliance with COV and donor regulations and policies.

Key Responsibilities:

1. Financial tasks:

- Support the Supervisors with the financial operations of COV in Vietnam office, including budgeting, financial planning, and reporting.
- Oversee monthly financial reports between accounting systems and bank statements; reconcile accounts payable, accounts receivable, advances, prepayments, accruals, bank accounts, and petty cash.
- Ensure the maintenance of proper accounting documentation and facilitate the provision of information and documentation during audits.
- Prepare the necessary reports relating to the funding and finance as required by relevant stakeholders and conduct financial transactions.
- Manage financial activities, including tax, contracts, logistics, procurement, asset management, and administrative tasks of COV in Vietnam.

USA Headquarters

PO Box 18039
Greensboro, NC 27419
Tel: 336.235.0981

www.childrenofvietnam.org

info@childrenofvietnam.org

Vietnam Office

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



- Provide instructions about accounting and finance management to staff, interns, and volunteers.
- Support the supervisors in maintaining the financial system/QuickBooks Vietnam.

2. Administrative tasks:

- Support to ensure efficient day-to-day operations.
- Support to implement administrative policies and procedures to enhance organizational effectiveness.
- Provide logistics for meetings, events, and programs.
- Maintain and update organizational records and databases.
- Assist in HR functions such as payroll, benefits administration, working contracts, recruitment, time records, and adherence to labor laws.
- Support to maintain IT infrastructure, data security, and technology needs.

3. Grant Management:

- Support to track grant expenditures and provide timely and accurate financial reports to the Administrative and Finance Manager.
- Support to ensure proper financial stewardship of grant funds.

4. Compliance and Risk Management:

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

Qualifications:

- Have a bachelor's degree or higher in Finance, Accounting, Business Administration, or a related field.
- Have a minimum of 2 years of working experience in finance and administration.
- Have the ability to work independently and responsibly, and complete the work within the deadline.
- Have experience in financial management software (QuickBooks) and Microsoft Office Suite.
- Have good organizational and leadership skills.
- Have excellent communication and interpersonal skills.
- Be proficient in English, both written and verbal.
- Commit to the mission and values of Children of Vietnam.

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**How to Apply:**

- Interested candidates should submit the resume, cover letter, and salary expectations to info@childrenofvietnam.org. Please include “Admin & Finance Officer Application” in the subject line. The deadline for applications is November 14, 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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