

**Position: Financial Officer I**  
**Location: Hanoi, Vietnam**



FHI 360 is a nonprofit human development organization dedicated to improving lives in lasting ways by advancing integrated, locally driven solutions. Our staff includes experts in health, public health threats, education, nutrition, environment, economic development, civil society, gender, youth, research, technology, communication, and social marketing – creating a unique mix of capabilities to address today’s interrelated development challenges. FHI 360 serves more than 50 countries and all U.S. states and territories.

**Job Summary:**

Coordinates financial/accounting operations, including overall financial monitoring and support/guidance to ensure the fiscal well-being of the Strengthening Infections Disease Detection Systems (STRIDES) Activity in Vietnam. Provides financial management and guidance, conducts analyses of financial data, provides budget analyses for project funds, and reviews and prepares required reports to funding agencies to ensure compliance with the client’s requirements. Proactively guides and supports respective financial success by providing high-level analytical expertise, implementing business strategies, and developing strong customer relationships. Provides analysis and business modeling support on strategic initiatives for senior management and field operations. Analyzes performance trends, models complex business decisions, tracks performance, and presents results.

**Accountabilities:**

- Analyzes budget forecasts, regulatory filings, and compiles moderately complex data.
- Interprets, analyzes, and/or evaluates data, ensures compliance with applicable state and federal statutes, and uses Generally Accepted Accounting Procedures (GAAP).
- Develops and maintains effective working relationships with regulated industries, consultants, management, and staff.
- Interprets and provides explanation for discrepancies and variations in financial data.
- Applies updated information technology to facilitate program goals and program procedures.
- Delivers formal presentations suited to the characteristics and needs of the audience; educates relevant parties regarding programs, procedures and/or eligibility criteria.
- Interacts with industry representatives, co-workers, and officials to analyze or resolve issues. Maintains a variety of professional working relationships.
- Documents complex issues and effectively articulates written conclusions; Interacts with staff officials and executives.
- Reviews and edits the work of others.
- Presents oral and written testimony on moderately complex issues.
- Uses financial systems to produce reports, financial models, and databases.

**Applied Knowledge & Skills:**

- Applies a thorough knowledge of financial management, investment capital, risk analysis, debt management, and investment analysis, legal and regulatory compliance pertaining to the respective industry.
- Proficient knowledge of Generally Accepted Accounting Principles and Internal Control

Fundamentals.

- Proficiency in spreadsheet software required.
- Has a thorough knowledge of external regulations, as well as internal corporate policies and procedures.
- Excellent oral and written communication skills. Excellent quantitative and analytical skills.
- Strong critical thinking and problem-solving skills.
- Ability to analyze and interpret financial data, identify/resolve errors, and prepare reports.
- Ability to motivate and work well with others.

**Problem Solving & Impact:**

- Analyzes moderately complex business operations and financial statements.
- Reviews and determines compliance with laws and regulations; draws conclusions; makes recommendations for approval.
- Reviews and analyzes recommendations from peers.
- Errors in judgment or failure to achieve results would normally require a moderate expenditure of resources to rectify.

**Supervision Given/Received:**

- Works under very general supervision. Work is reviewed for soundness of judgment and overall adequacy and accuracy.
- Contributes to the completion of organizational projects and goals.
- Serves as a resource to others in resolving moderately complex problems; identifies substantive issues that are thoroughly and accurately researched and analyzed.

**Education: \*\***

- Bachelor's Degree or its International Equivalent.

**Experience: \*\***

- 5 - 8 Years of progressively responsible accounting, finance, and operational management experience in a government contracting environment.
- Knowledge of U.S. Government grants, contracting, and auditing standards as they apply to effective management of multi-year funds.
- Articulate, professional, and able to communicate in a clear, positive manner with clients and staff.
- Must be able to read, write, and speak fluent English
- Non-governmental organization (NGO), government, or private sector experience preferred.

**Typical Physical Demands:**

- Typical office environment.
- Ability to spend long hours looking at a computer screen and doing repetitive work on a keyboard.
- Ability to sit and stand for extended periods of time. Ability to lift/move up to 5 lbs.

**Technology to be Used:**

- Personal Computer/Laptop, Microsoft applications (i.e., Office 365, SharePoint, Skype/Zoom/Teams), cell phone/mobile technology, and standard office equipment.

**Travel Requirements:**

- Less than 10%

**FHI 360 offers competitive compensation and excellent benefits.**

Interested candidates are invited to visit FHI 360's career page at <https://www.fhi360.org/careers> and apply the position ONLINE by **March 10, 2026**.

*Only shortlisted candidates will be contacted for interviews*