



**Hi, Humanity & Inclusion is seeking for
Accountant Controller (Regional)**

Place: In one of the program countries,
(Cambodia, Laos, Vietnam, Philippines, Myanmar)

Duration of contract: 1-year, fixed duration contract (potential to be extended).

Starting date: 04/05/2026

Closing date for applications: 19/03/2026

Eligibility: Open to National Candidates Only.

Handicap International/Humanity & Inclusion (HI) is an independent and impartial international solidarity organization, which intervenes in situations of poverty and exclusion, conflicts and disasters. Working alongside people with disabilities and vulnerable populations, it acts and speaks out to meet their essential needs, improve their living conditions and promote respect for their dignity and fundamental rights. More info: www.hi.org

At Handicap International-Humanity & Inclusion, we truly believe in the importance of inclusion and diversity within our organisation. This is why we are engaged to a disability policy to encourage the inclusion and integration of people with disabilities.

Please indicate if you require any special accommodation, even at the first interview.

JOB CONTEXT:

The South East Asia Program includes operations in Cambodia, Laos, Vietnam, the Philippines, Myanmar, and Thailand. Regional staff are spread across the countries of the region. The Regional Operational Strategy has been finalized in 2025 and will be implemented for the next 5 years (2026-2030). The ongoing strategy aims from a programmatic perspective to improve the participation, resilience, and quality of life of persons with disabilities and vulnerable groups through the strengthening of inclusive livelihoods, inclusive education, rehabilitation, mine action, and DRR. From a structural perspective, HI is engaged in building strong and autonomous regions. SEA is one of them and the finance department is expected to become fully autonomous in the coming years. This new position will help building this new regional financial management team.

The Accounting Controller function is the breaking up of the accounts management skill of the Regional Finance Manager, which he/she takes full responsibility, in particular for the



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integration, revision, correction, consolidation and validation of the accounts. He or she is also responsible for ensuring that supporting documents are archived and accounting standards are met.

The accountant controller, will also:

- Ensures the deployment and the monitoring of HI's accounting policies and tools in all the countries of the region
- Oversees the internal control of his/her area of responsibility
- Ensures accounts management: focal point for the accounting teams of the 6 countries and for the HQ technical referent; compliance; audits
- Contributes to recruitments link with his/her area of responsibility (accountant, cashier...)
- Develop the capacities of all the teams within his/her area of responsibility: accountancy, audits...

YOUR MISSION:

Mission 1: Strategy and Steering

- Produces, compiles and analyses accounting indicators and creates additional indicators, if required.
- Is in charge of the assessment, mitigation and treatment of accounting risks.
- Reports on incidents and their treatment to his or her line manager and functional managers.
- Leads the accountant capacity assessment of local partners and the resulting capacity building plans.

Mission 2: Standards and Expertise

- Directs the deployment and monitors compliance with all of HI's accounting policies, processes and tools within his or her scope of responsibility and, if necessary, develops specific accounting tools overseen by his or her line and functional management.



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- Directs and controls HI's compliance with the legal framework of the country or countries of intervention and monitors changes in standards and case law and in the practices of other stakeholders working in the accounting field.
- Ensures the presentation of the accounts in accordance with the legislation in force in his or her geographical area.
- Ensures compliance with the General Data Protection Regulation (GDPR).
- Ensures the publication and updating of accounting documents in the dedicated workspaces.
- Oversees internal control in his or her area of responsibility, as well as any necessary corrective actions.

Mission 3: Operational Implementation

3.1 Ensures accounts management:

- Is the focal person on accounting issues.
- Ensures the accuracy and updating of accounts information and coordinates the process of reporting and compiling accounts information in accordance with the financial calendar.
- Directs the development of all accounting processes under his or her responsibility, ensuring their compliance with the accounting reference framework (procedures, tools) and their incorporation into of the accounting Information System (IS).
- Consolidates, checks and validates all entries and documents for the closing of accounts (monthly and annual), in particular bank reconciliations, justifications of payable and receivable accounts and the monitoring of fixed assets.
- Ensures that applications for Value Added Tax (VAT) exemptions are filed and checks the declarations submitted to the authorities.
- Represents HI externally with the Statutory Auditors and/or authorities in charge of accounting and tax matters.
- Ensures implementation of and compliance with procedure for archiving supporting documents, in particular by ensuring the quality of paper and digital supporting documents, and sends supporting documents (paper and digital format) to their final storage locations.
- Provides the supporting documents asked for by internal or external auditors.



3.2 Ensures accounts management:

- Contributes towards the drafting of accountants' job descriptions.
- Participates in recruitment interviews to validate the selected candidate's technical skills and, if necessary, prepares and corrects technical recruitment tests.

Mission 4: Profession Facilitation

- Puts in place and monitors the elements of his or her profession that fall within his or her area of responsibility: dissemination, use and contribution to revisions of standards, monitoring of recommendations for the skills development of the teams, etc.
- Coordinates profession facilitation in his or her area of responsibility, fosters a team spirit and ensures the inclusion of all team members by encouraging regular contributions, especially through practice-sharing.
- Develops a pool of local talent.

Mission 5: Emergency Preparedness and Response

- Leads the emergency preparedness actions in his/her department and, in case of emergency, reorganizes the priorities of his/her team according to the humanitarian imperative, in order to ensure HI's quick and efficient response.

CHARACTERISTICS OF THE POSITION:

A good level in written and spoken English is mandatory as it will be the only working language.

The position will imply to act as the Accountant Controller (Regional), reporting to the Regional Finance Manager (RFM), have a technical referent in HQ, and work in collaboration with all the local teams (from country finance managers to cashier).

YOUR PROFILE:

Qualification:

Bachelor's Degree or equivalent in Accountancy, Audit, Finance and related fields.



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Required Skills & Experience:

- At least 5 years' experience working in the accounting, finance, audit and related fields.
- Experience working with INGOs is an advantage.
- Very good capacity in coaching, training, communicating and remote work.
- An experience at coordination level or multi country-bases supervision will be an added-value.
- Good knowledge of Navision and Excel.
- Ready to move from one country to another (6 countries in the area).

Personal qualities:

- Open minded, integrity, ethics, team spirit.
- Patience and pedagogy.
- Humanitarian value.

CONDITIONS:

Local work contract, 1-year fixed duration contract (potential to be extended)

HI offers: According to specific country salary scale (Sub-Category A2, Grade 1-4)

We offer also: other benefits according to country policies that candidate work location under Southeast Asia Program.

TO APPLY:

Applicants should email a letter of interest together with CV to email: recruitment@vietnam.hi.org by **19/03/2026**. Please state clearly in the Email subject the position being applied for **“Accountant Controller (Regional)”**. Only the shortlisted candidates will be contacted.



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IMPORTANT: In the content of the CV please outline responsibilities and tasks from previous & current work, volunteer experiences and training received.

HI reserves the right not to accept applications submitted after the deadline. Only shortlisted candidates will be contacted for testing and an interview.

Only candidates who passed the selection will be taken into consideration for a technical assessment and will be afterwards notified of the final decision. Selected applicants may be invited for an interview. HI reserves the right to contact the applicants for further information before the final selection of the selection committee.

Handicap International encourages qualified persons with disabilities or chronic illness and women to apply.

HI is committed to protecting children and vulnerable adults from harm. Employment is subject to HI protection standards including background checks and adherence to HI protection policies (Child protection, PSEAH), Anti-fraud and Corruption and Code of Conduct.

All information shared by the applicants remain confidential.
