

Outsourcing service of Finance and Accounting

Bread for the World (BftW) is a German non-government organization. BftW works around the globe to contribute to an inclusive socio-economic development to overcome poverty. The key guiding principles are social justice and ecological responsibility. The regional office (RO) for Vietnam and Laos based in Hanoi has cooperated with local and international partner organizations since 1996.

For our operations in Vietnam and Laos, we are looking for a qualified company.

Work base: Ha Noi, Viet Nam

Duration: 3 years (01/4/2026 until 31/12/2028)

Deadline for application: **March 18th, 2026.**

Interested companies are invited to submit your technical and financial proposal to email:

ThiNgocBich.Luu@brot-fuer-die-welt.de

Objective of the assignment

- Aid managerial planning and operational decision-making tasks by providing appropriate financial information and undertaking related accounts administration under the supervision of the management of the Regional Office;
- Support the Regional Representative (RR) in all diverse areas upon request.

Description of the assignment

Services will be provided by competent outsourcing company as follows:

1. Reporting

- Provide accurate monthly, bi-annual and annual financial information according to international and BftW standards to the managerial staff to specific deadlines while recommending further courses of action to meet the organisation's objectives
- Liaise with the audit company to ensure the timely submission of bi-annual audit reports to the Head Office.
- Monitor cash flows and costs and analyse change to the budget planning and advise accordingly
- Quality control and compliance of all financial, including payment vouchers and supporting documents with international and BftW standards
- Update on and submit timely all tax and social security related payments and reporting to the Government in accordance with Vietnamese legislation
- Support the finance reports requested by PACCOM, Hanoi DOFA and/or other authorities

2. Fund Management and Financial Accounting

- Ensure that sufficient funds are available to meet the ongoing operational requirements
- Mitigate financial risks (e.g. related to exchange rates or tax inspection)
- Maintain banking relationships, control the RO banks accounts and provide monthly opening/closing balance.

- Prepare advance, payment vouchers and bank transfer orders
- Carry out and ensure timely bookkeeping, including an appropriate advance and contract management in line with the RO requirements, file all of consultant and service contracts (soft and hardcopy) in the respective folders, keep the payment status updated
- Be in charge of and facilitate all fund transfers, cash withdrawals of BftW RO projects, including fund requests to the HO in accordance with BftW and/or other donor requirements
- Ensure that all financial documents, including payment vouchers and supporting documents, comply with international, BftW and/or donor requirements before the documents are submitted to the BftW RO management for approval
- Ensure and administer staff contracts, payroll, salary payments and benefits, including social insurances to all Vietnamese staff in accordance with Vietnamese legislation
- Deal with the respective departments like tax, social insurances, DIPSERCO

Inform regularly about changes in legal requirements related to tax, labour law or other related topics

- Improve and update the finance system including the accounting system, procedures and others
- Ensure and improve the quality of an effective controlling system (ie prepare and update the RO accounting and finance manual, the RO cost sharing policy and set up proper handover checklist for accounting transition)

3. Procurement

- Ensure procurement process for consultancies, quotations and supporting documents comply with BftW RO guidelines and other donors' regulations

The outsourcing company is expected to:

- Provide BftW with professional services within the scope of work
- Develop and inform BftW with working content, carry out the services as planned and in accordance with the principles of independence, objectiveness, and confidentiality.
- Assign qualified personnel to conduct the services.
- Provide equivalent personnel to conduct the services if assigned staff leaves the company and ensure smooth transition between predecessor and successor.
- Provide services the whole year round except weekends and public holidays.

Qualifications and competencies

- The company must be a registered member of a national accounting or auditing body or institution, which in turn is a member of the International Federation of Accountants (IFAC)
- At least 01 team member has ACCA/CPA with at least 7 years of experience
- High familiarity with administrative and financial management procedures of Non-Profit Organization,
- Expertise in various accounting software and bookkeeping systems, especially regarding financial reports on multi-funded projects
- Expertise in internal control systems and compliance requirements of various international and multinational donors.
- Fluent in English. German/ Laos favorable