

## TERMS OF REFERENCE

<b>Job Title:</b>	Finance Manager
<b>Type of Requisition:</b>	National Project Personnel
<b>Duty station:</b>	Hanoi (with travel to project sites in the Mekong Delta region as required)
<b>Duration:</b>	12 months with possibility of extension

### I. BACKGROUND

With financial support from the Global Environment Fund (GEF) through fund delegation to the Food and Agriculture Organization of the United Nations (FAO), **the Institute of Strategy, Policy on Agriculture and Environment (ISPAE)** is responsible for coordinating the implementation of the project **'Integrated Sustainable Landscape Management in the Mekong Delta of Vietnam' (ISLM project)**. Under the leadership of the Ministry of Agriculture and Environment (MAE), the project supports a critical shift towards sustainable agriculture in the Mekong Delta Region, through the development of green value chains and integrated landscape management (ILM). The project responds to the increasing calls for the transformation of agri-food systems in Viet Nam, as outlined in the recently approved National Action Plan for Food Systems Transformation toward Transparency Responsibility and Sustainability by 2030 (NAP-FST). The project also contributes to the objectives of Resolution 120 on Sustainable and Climate-Resilient Development in the Mekong Delta of Viet Nam, which puts the development of sustainable and high-quality agricultural products, sustainable natural resource management and climate resilience at the centre of the MDR development.

To support the implementation of ISLM project, a Project Management Unit (PMU) is already established by MONRE and having an office located at the Institute of Strategy, Policy on Agriculture and Environment (ISPAE). The PMU is responsible for preparing and implementing ISLM project in accordance with guidelines and regulations as well as the annual work plans and budgets which will detail project activities and eligible expenditures.

As part of this project, we are seeking a qualified Finance Manager to support the implementation of the project and provide financial expertise/practices to PMU in order

to ensure the project's expenditures following the regulation of both the donors and government of Vietnam on ODA.

## **II. REPORTING LINES AND OBJECTIVE**

Under the direction and supervision of the PMU's Manager/Deputy Project Manager, the Finance Manager will be responsible for managing the financial aspects of the project. The Finance Manager will ensure compliance with project financial procedures, oversee budgeting, financial reporting, and financial management of project funds.

## **III. DUTIES AND RESPONSIBILITIES**

The Finance Manager will execute the following tasks:

- + Develop and maintain project budgets in accordance with project activities and objectives.
- + Prepare financial reports, including monthly, quarterly, and annual financial statements, in compliance with project requirements and donor regulations.
- + Monitor project expenditures to ensure compliance with approved budgets and donor guidelines.
- + Manage project cash flow, including processing payments, advances, and reimbursements in a timely manner.
- + Coordinate with project staff and partners to ensure accurate financial record-keeping and reporting.
- + Conduct regular financial analysis to inform project decision-making and ensure financial sustainability.
- + Liaise with external auditors and assist in the preparation of financial audit reports.
- + Provide financial management training and support to project staff and partners as needed.
- + Ensure compliance with all relevant financial regulations, policies, and procedures.
- + Other tasks and responsibilities assigned by the Project Manager/Deputy Project Manager

## IV. QUALIFICATION AND EXPERIENCE REQUIREMENTS

### Minimum Requirements:

- + University degree (preferably advanced university degree) in economics, finance, business, accounting, environmental studies, laws, information technology or related field.
- + At least 5 years of experience in legal/banking/accounting/auditing/financial/project management, preferably in the field of international development projects.
- + Strong knowledge of financial management principles, practices, and regulations.
- + Proficiency in financial software and Microsoft Office Suite.
- + Fluent in English and Vietnamese.

### Core Competencies:

- + Results Focus
- + Teamwork
- + Communication
- + Building Effective Relationships
- + Knowledge Sharing and Continuous Improvement

### Technical/Functional Skills:

- + Extent and relevance of experience in managing projects in complex environments and in coordination with governmental and non-governmental stakeholders in Viet Nam.
- + Familiarity with GEF programming is an asset
- + Demonstrated ability to communicate and handle workflows with governmental and non-governmental stakeholders.
- + Excellent communication, writing and presentation skills, with the ability to work effectively with diverse stakeholders.

## V. CONTRACTUAL CONDITIONS

- + The duration of the contract will be for the project implementation period (up to 50 months), subject to annual performance evaluation.
- + The salary will be paid monthly in accordance with the agreement to be signed with the PMU.
- + The position may require travel to the project sites in the Mekong Delta region as required. Travel expenses such as per diem, accommodation, etc. will be reimbursed as per appropriate procedures.

## **VI. REQUIRED DOCUMENTS**

- + CV and cover letter in Vietnamese or English;
- + Copy of university diplomas and transcripts (along with English Translation);
- + Copy of professional certificates along with English translation, if available.