



## **Job Description**

### **EXECUTIVE ASSISTANT for FINANCE AND ADMINISTRATION**

#### **Overview**

The Executive Assistant for Finance and Administration (EAFA) provides administrative and other support for the activities and operations of the Vietnam Education Foundation. The duties include finance, accounting, and administrative support to the Deputy Director of Finance, Accounting, and Administration (DDFAA) and administrative assistance to the Country Director (CD). S/he reports directly to the DDFAA and is ultimately responsible to the CD in the VEF Hanoi office.

#### **Specific duties and responsibilities**

1. Provide assistance in the areas of finance and personnel, and serve as back up to the DDFAA
  - a. Provide support to the DDFAA in his/her three areas of responsibility: Finance, Accounting, and Administration.
  - b. Assist the DDFAA and the CD in budget planning and preparation.
  - c. Provide solid back-up to the DDFAA in Finance, Accounting, and Administration in his/her absence, including usual tasks as follows:
    - 1) Review invoices and statements, and process payments; supervise maintenance and conduct examinations of the accounting records and documents; complete all cash disbursements, expenses, bookkeeping, recording, and reporting tasks.
    - 2) Preliminarily review contracts and agreements to ensure completeness, accuracy, and appropriateness.
    - 3) Manage staff travel-related issues: travel authorizations, travel vouchers, and travel insurance.
    - 4) Prepare financial reports in line with reporting requirements.
    - 5) Manage procurement, operation, and maintenance of office equipment and supplies.
    - 6) Administer Hanoi staff compensation and benefits (i.e., health insurance, annual health check, overtime computation, and general training programs).
    - 7) Ensure the rules and policies of the *VEF Staff Manual: Hanoi Field Office* are incorporated into the daily Hanoi office routines.
2. Provide administrative assistance
  - a. Oversee the travel and accommodation arrangements, which are made by the Administration and Program Assistant, for VEF Board members, the Executive

Director (ED), and the U.S. staff traveling to/from the United States and in Vietnam.

- b. Develop, manage, and maintain the schedules of the VEF Board members, ED, and U.S. staff when they are in Vietnam.
- c. Provide organizational and administrative support to VEF-sponsored visiting U.S. scientists, experts, and consultants as well as non-sponsored organizations on VEF business, such as U.S. or Vietnamese contractors and the VEF Alliance members.
- d. Provide office orientation for new employees to ensure that the organizational regulations are well-described and understood.
- e. Take minutes at internal and external meetings, as requested by the ED or CD.
- f. Provide translation and interpretation as requested by the ED, CD, or DDFAA.

3. Provide support to the CD

- a. Make travel and accommodation arrangements for the CD during his/her domestic and international travel.
- b. Manage and maintain the CD's schedule in Vietnam and on international travel.
- c. Arrange internal and external meetings for the CD.
- d. Draft documents as requested, including emails, correspondence, press releases, announcements and abstracts.

4. Other duties

- a. Assure that all written documents and materials are timely, well-edited, and of high quality, while demonstrating attentiveness to detail.
- b. Communicate in a timely manner with appropriate personnel in the VEF U.S. office in Arlington, Virginia, and with the VEF Hanoi staff.
- c. Carry out other duties as assigned by the DDFAA, the CD, the DFAA, or the ED.

**Qualifications and requirements**

- 1. Vietnamese national.
- 2. A minimum of a Bachelor's degree.
- 3. At least five years of work experience with an international development organization or educational exchange organization, or with the international division/department of a non-profit agency or academic institution.
- 4. Knowledge of finance and administration processes and procedures.
- 5. Excellent knowledge of office procedures and general office equipment.
- 6. Excellent Microsoft Office skills including Outlook, Word, Excel and ability to do Internet research.
- 7. Fluency in English (listening, speaking, reading, and writing).
- 8. Strong interpersonal, oral, and written communication skills.
- 9. Superb skills in working as a member of a team.
- 10. Excellent ability to organize work and meet deadlines, demonstrating self-motivation and a performance orientation.
- 11. Ability and availability to travel in-country and internationally as required by VEF.

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