



<b>TERMS OF REFERENCE</b> <b>Office Manager/Accountant</b> <i>Application deadline: 03.09.2021 at 17:00 Vietnam time</i>	
<b>Project Background</b>	The European Union funded project “Technical Assistance for the ARISE+ Programme in Vietnam”, of which this assignment is a part, aims at providing technical assistance to the Vietnamese Government to maximise Viet Nam's benefits from preferential trade regimes, with a focus on regional agreements and the EU-Viet Nam Free Trade Agreement (FTA) and the Investment Protection Agreement (IPA).
<b>Key Information</b>	
<b>Job Title</b>	Office Manager/Accountant
<b>Location</b>	Hanoi
<b>Reporting to</b>	Team Leader, Project Manager
<b>Nationality</b>	Vietnamese
<b>Indicative Starting date</b>	September 2021
<b>Travel</b>	No travel required
<b>Indicative Duration of the assignment</b>	26 months
<b>Type of Contract</b>	12 months fixed term contract upon successful completion of a 2-month probation period;
<b>Objective of the assignment</b>	The Office Manager / Accountant will be responsible for the general operation of the office, administrative tasks, and management of local project expenses.
<b>Indicative Tasks</b>	<p><i>Support for the day-to-day office management and financial management, including the following:</i></p> <ul style="list-style-type: none"> <li>• General organisation and management of the project office;</li> <li>• Coordinating appointments and meetings, greeting visitors and answering phone calls;</li> <li>• Supporting foreign project experts with visa application;</li> <li>• Procuring office supplies and equipment and maintaining proper stock levels;</li> <li>• Finance and accounting of local project expenses in cooperation with headquarters, including planning, reporting and making payments to vendors and suppliers;</li> </ul>



	<ul style="list-style-type: none"> <li>• Provide practical support to the Project Team and facilitate logistics, including coordinating domestic travel (flight, hotel, etc.);</li> <li>• Other secretarial functions to support the Project Team;</li> <li>• Data management;</li> <li>• Provide support to the organisation of project events;</li> <li>• Translation and interpretation from Vietnamese-English and English-Vietnamese (both oral and written);</li> <li>• Allocate time to the project flexibly upon Project Team request and in relation to the needs of the Project;</li> <li>• Other tasks as assigned by the project Team Leader/Project Manager.</li> </ul>
<b>JOB REQUIREMENTS</b>	
<b>Education and Training Background:</b>	<ul style="list-style-type: none"> <li>• A bachelor’s degree or equivalent, preferably in accounting or finance;</li> </ul>
<b>Work Experience:</b>	<ul style="list-style-type: none"> <li>• At least 3 years of professional experience working as an Office Manager/Finance Officer;</li> <li>• Demonstrated experience with financial management and procurement, accounting and travel logistics;</li> <li>• Experience in visa related tasks is an advantage;</li> <li>• Experience in working in an international/multi-cultural environment is a strong asset;</li> <li>• Excellent oral and writing skills in English and Vietnamese;</li> <li>• Excellent computer skills, including an advanced level of MS Office (Word, Excel and PowerPoint);</li> <li>• Experience in working with EU-funded projects or with other major international donors-funded projects is a strong asset.</li> </ul>
<b>Languages:</b>	Fluency in Vietnamese and English.
<b>HOW TO APPLY</b>	



If you are interested in this job opportunity, please send the following to the email address [careers@eurochamvn.org](mailto:careers@eurochamvn.org):

- Your CV with a cover letter
- Your references (if any)
- Your Gross salary expectation

All applications must be received by 03.09.2021 at 17:00 Vietnam time.

*NB: due to the high number of expected applications, only shortlisted candidates will be contacted.  
Employment offers are subject to successful clearance of pre-employment checks.*