



# Job Description

**FUNCTION:** Project Accountant

**DATE:** 2025

| Part 1: Job Identity                                                                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                                                                                                                                                 |             |     |
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| Position Title                                                                           | Project Accountant                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                                                                                                                                 | Grade/Level | 6   |
| Unit                                                                                     | Operations                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                                                                                                                                                 | Job Code    | PAC |
| Location                                                                                 | Rikolto Office in Hanoi, Vietnam<br>(Business travel is involved)                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                                                                                                                                 |             |     |
| Report to                                                                                | Head of Operations                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                                                                                                                                 |             |     |
| Line Manager of                                                                          | Non                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                                                                                                                                                                 |             |     |
| Key working relationship                                                                 | To ensure smooth collaboration within Rikolto in Vietnam, the working relationships will involve:                                                                                                                                                                                                                                                                                                                                                                                    |                                                                                                                                                                 |             |     |
|                                                                                          | Internal                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | Operations Unit (Finance, Communication, Administration, and HR): Regular interaction to ensure compliance with Rikolto's regulations and financial guidelines. |             |     |
|                                                                                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | Rice Programme Manager & LCF Project Lead: Consultation and information sharing.                                                                                |             |     |
|                                                                                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | Other programme teams (GF4C and Rice teams): information sharing.                                                                                               |             |     |
|                                                                                          | External                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | Finance/admin working groups, other INGOs/NGOs, etc.: Collaboration and information exchange.                                                                   |             |     |
| Programme/project partners and collaborators: Consultation and addressing project needs. |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                                                                                                                                                 |             |     |
| Purpose of the Job                                                                       | The Project Accountant, under the supervision of the Head of Operations, will be responsible for performing day-to-day financial transactions related to the project, updating records in the bookkeeping system, and ensuring all supporting documents comply with Rikolto's rules and regulations. Additionally, this position will be responsible for monitoring the project budget, preparing accurate financial reports, and ensuring proper filing of all financial documents. |                                                                                                                                                                 |             |     |
| Part 2: Job Content and Context                                                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                                                                                                                                                 |             |     |
| Duties and Responsibilities                                                              | <b>1. Accounting and bookkeeping</b> <ul style="list-style-type: none"><li>Review financial paperwork related to the Rice project and perform daily bookkeeping tasks.</li><li>Review all invoices and supporting documents submitted by partners monthly to ensure accuracy and compliance with Rikolto's rules and regulations.</li></ul>                                                                                                                                          |                                                                                                                                                                 |             |     |

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|                               | <ul style="list-style-type: none"> <li>• Provide financial information, feedback, and recommendations (if any) to the Project/Programme team and Head of Operations.</li> </ul> <p><b>2. Reporting and Project Budget Management</b></p> <ul style="list-style-type: none"> <li>• Assist the Rice project/programme team with budget planning and monitor the project budget.</li> <li>• Review monthly partner reports to ensure data is properly justified, and that costs align with the budget and cost norms.</li> <li>• Prepare and submit monthly finance reports, along with feedback and recommendations (if any), to the Project/Programme team and Head of Operations.</li> <li>• Assist the Head of Operations and Project/Programme team in preparing financial reports for donors.</li> </ul> <p><b>3. Support to Field Project Team and Partners</b></p> <ul style="list-style-type: none"> <li>• Provide support to partners regarding financial regulations, budget monitoring, and monthly finance reports.</li> <li>• Assist the Project team in the preparation and monitoring of budgets.</li> <li>• Conduct field visits, as needed, to support the Project team and partners.</li> </ul> <p><b>4. Filing system</b></p> <ul style="list-style-type: none"> <li>• Ensure that project financial documents are properly filed and stored.</li> </ul> <p><b>5. Others</b></p> <ul style="list-style-type: none"> <li>• Collaborate with the Finance Officer and Administrative Officer on financial and administrative matters.</li> <li>• Perform other tasks as requested by the Head of Operations.</li> </ul> |
| <b>Authority</b>              | Non                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b>Accountability</b>         | <ul style="list-style-type: none"> <li>• Ensure accurate and timely processing of financial transactions related to the project. Maintain and update financial records for the project in accordance with Rikolto's policies and regulations.</li> <li>• Monitor project expenditures to ensure they remain within the approved budget and provide regular updates.</li> <li>• Review and verify the financial reports submitted by project partners to ensure compliance with financial guidelines and project requirements.</li> <li>• Ensure that all project financial documents are properly filed and easily accessible for audit purposes.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b>Key Result Areas</b>       | <ul style="list-style-type: none"> <li>• Accurate and timely preparation of project financial reports.</li> <li>• Effective management of the project budget, ensuring all expenditures are tracked and managed within budgetary limits.</li> <li>• Coordination with project partners to ensure the timely submission of financial documents and reports.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b>Performance Indicators</b> | <ul style="list-style-type: none"> <li>• Yearly assessment report.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |

| Part 3: Job Competencies (Specifications) |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
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| <b>Academic Qualifications</b>            | <ul style="list-style-type: none"> <li>• A Bachelor's degree in Finance, Accounting, Commerce, or a related field is required.</li> <li>• A professional qualification in accounting is an advantage.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b>Work Experience</b>                    | <ul style="list-style-type: none"> <li>• At least 2 years of experience in financial and accounting roles, preferably in international development organizations.</li> <li>• Proven experience in budgeting, financial reporting, and monitoring, particularly for foreign-funded programs or projects, is desirable.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b>Knowledge, Skills and Abilities</b>    | <ul style="list-style-type: none"> <li>• <b>Financial Knowledge:</b> Strong understanding of finance, accounting principles, and bookkeeping processes, with knowledge of the local Vietnamese regulatory environment.</li> <li>• <b>Proficiency in Financial Software:</b> Skilled in Microsoft Office Suite (Excel, Word) and other financial management software; familiarity with accounting systems is an advantage.</li> <li>• <b>Attention to Detail:</b> Ability to ensure accuracy and completeness in financial reporting, invoices, and other financial documents.</li> <li>• <b>Time Management:</b> Excellent organizational and time management skills, with the ability to prioritize multiple tasks and meet deadlines in a fast-paced environment.</li> <li>• <b>Communication Skills:</b> Strong communication and interpersonal skills, with the ability to explain complex financial information to non-financial stakeholders and team members.</li> <li>• <b>Teamwork &amp; Independence:</b> Ability to work effectively both independently and collaboratively within a team.</li> <li>• <b>Problem Solving:</b> Demonstrates the ability to identify financial discrepancies, investigate issues, and propose practical solutions.</li> <li>• <b>Work Under Pressure:</b> Ability to manage and deliver high-quality work within deadlines, even under pressure.</li> <li>• <b>Confidentiality &amp; Integrity:</b> Demonstrates a high level of integrity in handling confidential financial information and maintains compliance with organizational policies.</li> </ul> |

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| Other Competencies | <ul style="list-style-type: none"> <li>• <b>Core Competencies</b> (applicable across all job levels): <ul style="list-style-type: none"> <li>✓ <b>Initiating:</b> Takes initiative and ownership of tasks with minimal supervision.</li> <li>✓ <b>Collaboration:</b> Demonstrates a team-oriented mindset and works well with colleagues across various departments and levels.</li> <li>✓ <b>Effective Communication:</b> Conveys information clearly and concisely to colleagues and external stakeholders.</li> <li>✓ <b>Leading Self:</b> Demonstrates self-management and accountability in carrying out responsibilities.</li> </ul> </li> <li>• <b>Technical Competencies</b> (specific to the role): <ul style="list-style-type: none"> <li>✓ <b>Financial Reporting:</b> Ability to prepare clear, accurate financial reports in a timely manner, following all necessary financial regulations and guidelines.</li> <li>✓ <b>Budget Management:</b> Skilled in monitoring and managing project budgets, ensuring costs remain within approved limits, and making necessary adjustments when needed.</li> <li>✓ <b>Quality &amp; Results-Oriented:</b> Demonstrates a strong focus on maintaining high-quality standards in all financial processes and delivers results on time.</li> </ul> </li> <li>• <b>Leadership Competencies</b> (relevant at the project level): <ul style="list-style-type: none"> <li>✓ <b>Innovative:</b> Applies creative solutions to improve financial processes and practices.</li> <li>✓ <b>Problem Solving:</b> Able to identify and address financial issues, making practical recommendations for improvement.</li> <li>✓ <b>Stimulating Others:</b> Encourages and motivates colleagues and partners to comply with financial standards and effectively manage their budgets.</li> <li>✓ <b>Team Leadership:</b> Provides guidance and support to the project team, ensuring collaboration and the achievement of financial goals.</li> </ul> </li> </ul> |
| Language           | <ul style="list-style-type: none"> <li>• Native Vietnamese speaker.</li> <li>• Fluent in both spoken and written English.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |