

## **Job Description: Finance Officer**

### **Expertise France – Mutualised Office (BM), Hanoi**

Expertise France is looking for a Finance Officer, based in Hanoi, Vietnam (national position), who will play a key role in supporting the financial management and ensuring the accuracy and reliability of financial operations for the VETVET (Vietnam–EU TVET Program). The position holder will support budget monitoring and execution, financial reporting, and compliance with donor and Expertise France procedures. She/he will work in close coordination with the Human Resources, Administration and Finance Manager, contribute to the day-to-day financial implementation of the project, and support the efficient functioning of the mutualized support team within the shared Expertise France country office in Vietnam.

#### **Context**

Expertise France is the French public agency for international technical cooperation.

The agency operates around four main priority areas:

- democratic, economic and financial governance
- stability in crisis and post-crisis contexts and security
- fight against climate change and sustainable urban development
- strengthening health systems, social protection and employment

With an activity volume exceeding €300 million and a portfolio of more than 500 projects across 80 countries, Expertise France is a key actor of France's solidarity, influence and economic diplomacy policy.

Expertise France is currently in the process of structuring and operationalizing a shared country office in Vietnam, bringing together staff working across its different projects within a unified organizational framework. This approach aims to strengthen internal coordination, pool administrative, financial and technical support functions, and harmonize operational procedures across the country portfolio.

The establishment of this shared office represents a strategic step to enhance efficiency, coherence and compliance in the implementation of Expertise France's programmes. It involves the progressive setup of a fully mutualized support structure, particularly covering finance, administration, logistics and human resources, ensuring consistent practices, optimized resource management and effective collaboration between projects.

## Positioning of the Post

Within the Project Support Team of the Mutualised Office of Expertise France in Vietnam, and under the hierarchical supervision of the Administrative and Financial Manager (RAF), the Finance Officer contributes to the financial management, monitoring and reporting of projects.

## About the role

**Type of contract:** Fixed-term contract (full-time, national position)

**Duration:** 1 year (renewable up to 5 years)

**Duty station:** Hanoi, Vietnam

**Starting date:** February 2026

**Line manager:** The Human Resources, Administration and Finance Manager

### Internal relations:

- EF HQ team
- EF Admin-fin support team
- Operational and technical staff
- Other project teams of EF Vietnam portfolio

### External relations:

- International partners (AFD, UE, GIZ...)
- Government partners (MoET, DVECT, provincial authorities, ministry of Finance and other relevant government financial institutions)
- Partner vocational colleges supported by EF
- Banks, as well as other financial stakeholders involved

## Main Responsibilities

In this context, the Finance Officer supports the day-to-day financial management of projects, including budget monitoring, financial reporting and compliance, in close coordination with the Administration and Finance Manager and the mutualized support team.

### Budget Monitoring and Financial Management:

- Issue and record payment authorisations (BAP) in ATLAS or paper sheet.
- Regularise advances in financial monitoring tools in coordination with accountancy
- Ensure accurate allocation of expenditures
- Collect and verify financial supporting documents

- Ensure proper archiving

Management Control:

- Ensure eligibility of expenditures
- Perform monthly reconciliations
- Prepare quarterly closures
- Ensure data reliability

Financial Reporting and Analysis:

- Support budget planning
- Ensure financial monitoring under the supervision of the finance manager
- Ensure budget monitoring under the supervision of the finance manager
- Analyse budget execution
- Contribute to external reporting
- Monitor donor disbursements

Other:

- Support the RAF
- Assist to prepare the audits

The following list of responsibilities is not exhaustive and may evolve according to project needs.

**Professional competencies and experiences:**

- Relevant university degree in Finance, Accounting, Business Administration, or a related field
- A minimum of 3 to 5 years of professional experience in finance or accounting functions within international cooperation, development aid, or donor-funded projects.
- Proven experience in financial monitoring, budget execution, and financial reporting, preferably under EU-funded or other bilateral/multilateral donor projects.
- Good knowledge of donor financial rules and procedures, particularly EU requirements;
- Experience in preparing and supporting financial reports, budget forecasts, and expenditure tracking in close coordination with technical teams.
- Demonstrated capacity to apply financial procedures, internal controls, and compliance requirements, and to support audit processes.
- Familiarity with administrative and procurement processes in an international project context is an asset.
- Ability to work effectively within a mutualized support team, contributing to cross-project coordination and information sharing.
- Strong analytical skills, attention to detail, and ability to manage financial data accurately and efficiently.
- Good organizational and time-management skills, with the ability to handle multiple tasks and meet deadlines.
- High level of integrity, reliability, and respect for confidentiality.

- Full command of standard computer applications (Microsoft Office, particularly Excel); familiarity with accounting or financial management software is an asset.

#### **Behavioural competencies:**

- Strong sense of responsibility, initiative, and proactivity within assigned duties;
- Ability to work collaboratively in a team-oriented and multicultural environment;
- Strong organizational and problem-solving skills, with attention to detail;
- Ability to plan tasks and deliver results within agreed timelines;
- Capacity to manage resources efficiently under supervision;
- Clear, respectful, and effective communication skills.

#### Language skills:

- Fluency in Vietnamese (native level)
- Excellent command of English (written and spoken)
- Knowledge of French is an asset but not mandatory

#### **Application**

##### Documents to be provided:

- A CV
- A cover letter
- Three business references including email and telephone contacts

Candidates interested in this opportunity are invited to submit their application as soon as possible. Expertise France reserves the right to pre-select candidates before the recruitment closing date.

Only shortlisted candidates will be contacted for an interview.