



# JOB DESCRIPTION

**Position:** Book keeper  
**Supervisors:** Finance Manager  
**Schedule:** 30 hours/ week (flexible working hours)  
**Location:** Binh Thanh District, Ho Chi Minh City

## ABOUT OUR ORGANIZATION

Founded in 2009, LIN Center for Community Development is a not-for-profit, nongovernmental organization. We envision equal access to social and economic opportunities and an improved quality of life for all (irrespective of age, race, gender, ethnicity, origin, etc..). Through grants, technical support and networking, LIN helps local nonprofit organizations (NPOs) and philanthropists (skilled volunteers and donors) to strengthen and grow so they can fulfill their potential as vehicles for sustainable development, poverty alleviation and citizen participation.

As an intermediary, LIN provides access for everyone to information, knowledge, and tools related to community development work. We facilitate platforms, network, workshop, conference, training, and consultation that support the development of local grassroots NPOs at the same time enabling the philanthropists to give strategically. We also promote local-led development and collaboration amongst individual and institutional philanthropists and NPOs through a community fund that provides grants for initiatives addressing local and environmental issues.

By May 2017, LIN has been serving 260 local NPOs, hundreds individual and corporate philanthropists partners. More information and details about LIN programs and services can be found at: [www.LINvn.org](http://www.LINvn.org), [www.VietnamCauses.org](http://www.VietnamCauses.org).

## POSITION DESCRIPTION

LIN Center for Community Development is seeking an ethical and responsible candidate for the position of **Book Keeper**. This role reports to the Finance Manager and the person's primary responsibility is to manage the day to day transaction of bank transfer and cash, as well as to record them into QuickBooks (accounting system).

We are flexible for 30 hours/ week or full time position.

## RESPONSIBILITIES

The **Book Keeper** is responsible for the following administration, finance and logistic functions supporting the Finance Manager to ensure efficient and accurate financial management of LIN.

### *Finance and budget management:*

- Managing and reconciling bank and cash accounts;
- Maintaining an effective filing management system for financial transactions, key project documents, payment vouchers and accounting logbooks;
- Immediately record and provide receipts for all donations received. Donations are to be recorded into the accounting system and the organization's information management system, which includes GoogleDrive and CiviCRM;

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- Manage the income and expenses using the Quickbooks system;
- Maintain an updated inventory of equipment and conduct quarterly physical inventory checks;
- Assist the Finance Manager in the development of the annual budget and monitor the organization's finance in accordance with the approved budget;
- Assist the Finance Manager to prepare financial requirements of funding proposals and related budgets;
- Ensure financial procedures are in line with organizational and donor requirements and deadlines;
- Assist the Finance Manager to monitor expenses to ensure progress in compliance with approved budgets and agreements;
- Organize and control purchasing and supply procedures; and
- Support other tasks, as needed.

### **REQUIREMENTS**

#### Experience:

- An understanding of accounting process and practices or strong willingness to learn.
- Recent graduate of University Degree in Finance, Accounting or related field.
- Experience providing administrative support.
- Desired experience- working/advising/volunteering with nonprofits, community development projects and/or INGOs, and Quickbooks proficiency.

#### Skills:

- Good accounting/financial, analytical and organizational skills;
- Self-directed, highly motivated, reliable;
- Good communication skills (written and oral) in Vietnamese;
- Working knowledge of Quickbooks (ability to learn quickly to use English & Vietnamese language software);
- Competent in Microsoft Word and Excel;
- Attention to details and determination to meet deadlines; and
- Ability to read and understand English writing.

#### Other:

- Honesty and strong ethics are required in order to be successful in this position;
- Ability to work independently and as part of a team;
- Demonstrated capacity and willingness to learn - open to learning new ways of doing things;
- Pro-active and results oriented; and
- Friendly, caring, customer service orientation.

### **OTHER REQUESTS**

In addition to the above requirements, the desired candidate will:

- ◆ Be a Vietnamese citizen.
- ◆ Have a passion for LIN's mission and commitment to LIN's core values.



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- ◆ Have a high level of personal and professional integrity and trustworthiness.
- ◆ Have a strong work ethic.
- ◆ Thrive in a fast-paced environment.

LIN aims to always show respect and appreciation for each of our staff, partners, volunteers and donors and we ask that all of employees show the same respect for members of the LIN team, our partners, volunteers and donors.

**Expected starting date: August 2017**

### **APPLICATION & CONTACT INFORMATION**

LIN is committed to equal employment opportunities to all individuals based on merit, qualifications, abilities, and the law. Employment decisions are made regardless of race, color, ethnicity, gender, geographic or social origin, religion, age, disability or any other characteristics protected by law.

Interested candidates should submit a letter of interest and resume/CV via email to [hr@LINvn.org](mailto:hr@LINvn.org). Please no phone calls, only applicants being called for an interview will be contacted. Please visit the website: <http://www.LINvn.org>, for more information about LIN.