



## **SEAOHUN Foundation Finance Officer — Scope of Work**

### **Background and Overall Description**

Established in 2011, the South East Asia One Health University Network (SEAOHUN) is a consortium of 10 universities and 14 faculties in Indonesia, Malaysia, Thailand, and Vietnam that are collaborating to build One Health capacity and academic partnerships with government, national, and regional stakeholders in the South East Asia region. SEAOHUN member faculty and staff receive support from USAID through a project managed by the University of Minnesota and Tufts University to enhance the student experience – learning One Health approaches to prevent and address outbreaks of zoonotic and emerging infectious diseases. A key function of SEAOHUN is to encourage and facilitate collaborative activities and projects among network members, with an emphasis on trans-disciplinary and trans-boundary partnerships. Programming includes but is not limited to support for student and staff exchanges, curriculum development, strengthening and developing teaching methodologies, and support for research capacity building and innovative projects that provide an evidence-base for One Health advocacy with government and other collaborating partner agencies.

### **Purpose:**

The SEAOHUN Finance Officer will manage all financial transactions related to the SEAOHUN Regional Operations. S/he will ensure that the outlined financial policies and procedures are implemented and followed. The Finance Officer is responsible for providing complete and accurate budgets and financial reports. S/he will provide support in other finance areas as necessary and maintain a positive working relationship with the finance officers of donors and other partner organizations. The Finance Officer will be required to work closely with project management at the University of Minnesota (UMN) and with UMN field representatives.

## **Responsibilities:**

### **Budget Preparation**

- Assists the Operations Manager in preparing the Foundation's annual budget and monthly/weekly cash forecasts.
- Assists the Operations Manager, Program Manager, and UMN/Tufts personnel in developing cost proposals for fund sourcing.

### **Cash Management**

- Responsible for the processing of all cash transactions and wire transfer payments.
- Records all financial transactions in the donor's required field accounting system.
- Responsible for the transfer of cash from the bank to the office.
- Responsible for ensuring the security of all project funds.
- Responsible for the appropriate keys/combinations to the safes in the office.
- Make recommendations to the Operations Manager regarding improvements to the petty cash safety and disbursement procedures.
- Ensure that project vendors and project staff are paid in time.
- Prepare VAT exemption documents or VAT reports (if applicable).
- Prepare payment for taxes, rent, and other expenses.

### **Bookkeeping and Accounting**

- Ensure the completeness of supporting documents for each transaction
- Enter all transaction into the accounting system; identify the proper account codes for each transaction. Check entries for accuracy.
- Reconcile Petty Cash on a weekly basis.

### **Salary Calculation and Payment**

- Ensure that the employee salary list is updated.
- Collect all employees' time sheets on the 15th and last working day of the month and check coding and approvals.
- Ensure that salaries are paid to all employees on schedule.
- File all salary information according to outlined filing procedures.
- Keep all salary related information strictly confidential.

### **Travel**

- Compute travel cash advance based on SEAOHUN, UMN, and USAID travel advance policy and get approval from Operations Manager/Program Manager.
- Process and distribute travel cash advances.
- Collect the Travel Voucher from each traveler within five days of return from the business trip and audit travel voucher form.
- Shall be responsible for collecting any unexpended amount.

### **Events**

- Process payments for chosen vendors.
- Process and issue cash advance for other expenses items that will be paid in cash.

- Collect the expense report within five days after the completion of the event and audit the expense report.
- Shall be responsible for collecting any unexpended amount.

### **Reporting**

- Ensure that all reporting requirements for SEAOHUN, the University of Minnesota, and USAID are met while implementing proper reporting procedures and maintaining quality.
- Prepare financial reports following the format required by the donor (USAID) and implementing partners (UMN/Tufts) and submit the report to the Operations Manager for approval.
- Track monthly expenditures for the office (administrative and programmatic) against annual budget.
- Coordinate with OHWF counterpart accountants and UMN regional administrative/financial advisor as appropriate.

### **Other tasks**

- Other tasks as requested by the Operations Manager, Regional Manager, and/or UMN regional administrative/financial advisor
- The Operations Manager or Regional Manager may assign other tasks that will require travel.
- The Finance Officer must have the flexibility to accept these additional tasks.

### **Qualifications:**

#### **Education**

- University degree in accounting, finance, business administration or relevant field.

#### **Work Experience**

- Five years of experience in an accountant role, overseeing project finance and accounting for complex and challenging USAID or bilateral / multilateral field operations in developing countries;
- Systems and office administration experience required;
- Budgeting; financial management (tracking, reporting and accounting) and procurement with preferably at least one year of experience supervising procurement;
- Flexible, willing to perform assigned and additional duties as required;
- Ability to work irregular hours under unpredictable conditions

#### **Skills**

- Excellent interpersonal skills and an ability to manage a diverse range of professional relationships;
- Knowledge of USAID policies and procedures preferred

#### **Languages**

- English language fluency required. Thai language fluency preferred.

