

Finance Officer – China Office

Vital Strategies

Vital Strategies, headquartered in New York City, is an international public health organization. Our programs strengthen public health systems and address the world's leading causes of illness, injury and death. We currently work in 73 countries, supporting data-driven decision making in government, advancing evidence-based public health policies and mounting strategic communication campaigns. Vital Strategies' priorities are driven by the greatest potential to improve and save lives. They include non-communicable disease prevention, cardiovascular health promotion, tobacco control, road safety, obesity prevention, epidemic prevention, environmental health, vital statistics systems building and Multi-drug resistant tuberculosis treatment research. Our programs are concentrated in low- and middle-income countries and cities in Africa, Latin America, Asia and the Pacific. Please visit our website at www.vitalstrategies.org to find out more about our work.

The Position

Vital Strategies is seeking qualified candidates for our China Office. The duration of the assignment will be fixed term (2) years, with the possibility of contract renewal subject to performance and availability of funds. The Finance Officer is a key member of the Vital Strategies' Finance and Accounting team and is responsible for maintaining and driving due diligence, rigor and discipline in finance and accounting practice for all Vital Strategies' office entities in China. This position will be based in Beijing and will work closely with the International Finance Officer, the Senior Vice President–Finance and Vice President – Global Operations to drive controllership and discipline, while providing finance support to the China Office team. The right candidate for this assignment will be highly organized, an excellent communicator and customer-service focused. He/she will take pride in providing a responsive, solutions-oriented service to all our staff.

Specific Duties

- Oversee the general accounting function
- Review monthly fund request file from Grants Managers for their program
- Consolidate fund request file from all Grants Managers and send to Vital Strategies' New York office in a timely manner.
- Review all invoices to be paid for all programs and ensure all invoices have approvals and budget codes.
- Prepare complete package for Fiscal agency to help them process payments. This would include payment request form, approval attached to all invoices and a summary showing all payments requested for payment.
- Review expense file from fiscal agency and check against payment request file to ensure all payments are recorded and paid correctly by Fiscal agency
- Prepare monthly expense report for Vital Strategies' New York Office
- Work with Vital Strategies' New York Office on inter-company reconciliations and entries

- Work with fiscal agency for completion of all tax reporting requirements (including income, property, sales and use, payroll and other local taxes), insurance reports and other reports required by government regulation.
- Lead the annual budget and forecasting process and ensure monthly monitoring is in place and help in early detection of variances. Communicate to Vital Strategies' New York Office on a monthly basis any financial and budget concerns
- Reduce the financial risks by ensuring strong internal controls are in place as well as review of financial documents with respect to procurements, contracts and agreements with external parties while providing an adequate working financial environment.
- Analyze and present financial reports in an accurate and timely manner; clearly communicate monthly and annual financial statements; collate financial reporting materials for all donor segments, and oversee all financial, project/program and grants accounting
- Coordinate and lead the annual audit process, liaise with external auditors and Vital Strategies' New York Office for details required
- Oversee and lead annual budgeting process in conjunction with the country Director, Grants Managers and Vital Strategies' New York Office; administer and review all financial plans and budgets; monitor progress and changes; and keep Vital Strategies' New York Office abreast of the organization's financial status.
- Manage organizational cash flow and forecasting. Track financial performance: analyze, review and accurately report Vital Strategies - China financial result to ensure integrity of financial statements and communicate financial result in a manner to be understood and acted on by management
- Implement a robust financial management/ reporting system; ensure that the contract billing and collection schedule is adhered to and that financial data and cash flow are steady and support operational requirements.
- Set in place a cycle of review to continually improve the finance department's accounting practices, and related policy and procedure manual. Work closely with the local operations director to update, implement, and provide guidance on finance-related business policies.
- Work closely with the local operations director to smoothly oversee the operations of the local office; actively coordinate, communicate, and implement strong financial systems and controls for the local office.
- Manages Procurement process, including sourcing, supplier selection and evaluation, quality management of vendor relations, bid procedures, contract development and implementation to appropriately manage procurement processes in accordance with Organization's policies.
- Oversees and maintains a centralized database of assets and inventory. Secures guidance from U.S. counterparts on appropriate inventory monitoring and disposition of assets according to current policies

Qualities and Qualifications

Basic Qualifications

- Bachelor's degree in Accounting from an accredited university
- CPA or CA qualification is preferred
- 8+ years of relevant experience in controllership with experience in audit firm is a plus
- Prior working experience in the Development Sector or knowledge of Grant Management will be an added advantage
- Ability to proficiently use Microsoft Office software tools, especially advanced MS excel skills

Essential Qualifications

- Strong accounting skills
- Strong English speaking and writing skills
- Familiar with local statutory audit, tax returns and filing process in China
- Ability to effectively present financial information to management in a clear and concise manner
- Good business partnering skills working with various people across different offices both internal as well as external
- Excellent communication, coordination and problem-solving skills
- Able to drive changes to improve processes
- Ability to document work processes, procedures and policies
- Project management skills

How to apply

Please send CV and a cover letter, including salary expectations, to hr@vitalstrategies.org indicating the position applied for in the subject line. Closing date for applications: **February 20, 2019**. Only shortlisted candidates will be contacted.