



VietHarvest | Role Description

Position Title	Finance Manager (HCMC - Vietnam)
Job Purpose	<p>VietHarvest is seeking an enthusiastic individual to support our food rescue operations in Hanoi, Vietnam. The finance Manager will play a critical role in managing VietHarvest's financial, accounting and HR operations during its early growth phase. This role demands versatility and expertise in financial management and strategic planning, supporting the organization’s development from foundational operations to advanced financial forecasting and planning to meet the organization's growing needs.</p> <p>The Finance Manager will work directly with Co-Founders of VietHarvest and City Managers in Hanoi and HCMC in finance planning and management. This person will also liaise with VietHarvest’s current and potential sponsoring partners including Action on Poverty Vietnam, different funding foundation and assist in financial/accounting reports or due diligence where required.</p> <p>The successful candidate may also attend special projects, fundraising activities, events, community engagement when available.</p>
Reports to	Founders, City Managers
Location	Vietnam – HCMC
Duration	Full-time

Background
<p>VietHarvest is a social enterprise tackling food waste and hunger in Vietnam. We collect quality surplus food and redistribute it to those in need, believing that food is too precious to waste. We are driven to inspire and educate people about food waste, food security, and sustainability, creating a sustainable food culture while reducing hunger and poverty.</p> <p>Since our founding in 2022, we have delivered over 100,000 meals to underserved communities, and diverted over 50 tons of food from landfills. We are proud to partner with prominent organizations like Vietnam Airlines and IHG Group, along with numerous hotels, restaurants and food retailers, while supporting over 20 social partners, charities in Hanoi and Ho Chi Minh City.</p> <p>In 2025, we are expanding our impact with plans to open a Nourishing Hub in Ho Chi Minh City, a combined warehouse and kitchen facility that will significantly increase our capacity to rescue and distribute food.</p> <p>Visit www.vietharvest.com to learn more and get involved.</p>

Key Relationships
<p>Internal: All Staff, City Managers, Co-Founders of VietHarvest, Action on Poverty Vietnam, Volunteers</p> <p>External: Financial and In-kind donors, Food Donors, Charity Partners, Strategic Partners, Food Recipients, Key Suppliers, Service Providers, and Contractors, International Partners, Government bodies in Australia and Vietnam and international affiliates</p>



Vietharvest's Values
<p>Our purposes are Reducing Food Waste and Nourishing the underserved Communities, through food rescue, education, community engagement and innovation. As an organisation we are connected by four key values:</p> <p>Connected by Our Cause: We are a magnet for magnificent people, connected by a common purpose. This mission of ours is contagious. It will take all of us, every day, every way. Our cause comes to life with every single one of us</p> <p>Nourishing and Growing: We're creating a culture of giving. When we grow ourselves, we grow each other and nourish others. When we nourish others, we ourselves grow. Not just in times of vulnerability, but as we thrive</p> <p>Boldly Courageous: We speak and act boldly for the change that needs to happen. We embrace every challenge with optimism, dignity and respect</p> <p>With Gratitude: We are grateful. Always. To each other. To the people we serve. To the people who give so generously. For the work we do, and the work to be done</p>

Vietharvest's Purpose and Expectation
<p>We are a food rescue and education organisation.</p> <ul style="list-style-type: none"> ● VietHarvest is committed to rescuing, surplus food to feed people in need and help the environment (food rescue is the core of the VietHarvest business) ● VietHarvest is committed to educating, the general public and our clients about food waste, nutrition and living a healthier lifestyle ● VietHarvest is committed to engage, with the community to maximise our impact ● VietHarvest is committed to innovate as a sustainable social enterprise <p>To achieve this vision VietHarvest prides itself not only on being logistics experts but also having an exceptional 'customer and community service' focus.</p> <p>We expect from our team members a strong commitment and passion for food rescue and education with the organisation's vision at the forefront of all decisions and actions.</p>

Your Key Responsibilities
<ul style="list-style-type: none"> ● Manage day-to-day financial operations, including bookkeeping, payroll, and reporting. ● Lead financial planning, budgeting, and cash flow forecasting. ● Oversee HR functions, including recruitment, onboarding, and compliance. ● Ensure adherence to audit, tax, and donor compliance requirements. ● Develop and oversee inventory management policies and procedures for warehouse operations. ● Collaborate with leadership to support strategic decision-making and sustainability.
Key Duties and Responsibilities



Key Responsibility Area 1 – Financial Management and Reporting (50%)

- Maintain accurate financial records, manage book-keeping, and oversee payroll processing.
- Prepare regular financial reports, including monthly, quarterly, and annual statements.
- Monitor budgets and expenditures to ensure alignment with organizational goals.
- Develop and implement internal financial controls and policies to ensure compliance with regulations.
- Manage accounts payable and receivable, ensuring timely processing and reconciliation.

Key Responsibility Area 2 - Strategic Financial Planning (20%)

- Lead the preparation of Profit and Loss (P&L) statements, budgets, and cash flow forecasts.
- Conduct financial analysis to support strategic decision-making and resource allocation, supervised by Co-Founders and City Managers
- Collaborate with the leadership team including Co-Founders and City Managers to develop long-term financial sustainability plans.
- Provide recommendations on investment opportunities and risk mitigation strategies.

Key Responsibility Area 3 - HR and Administrative Support (15%)

- Maintain HR records, HR contracts, and compliance documentation.
- Maintain contract records regarding sponsorship, partnerships and donation.
- Support recruitment, onboarding, and training for staff and volunteers.
- Assist in the development and implementation of HR policies and processes.
- Ensure compliance with local labor laws and regulations.

Key Responsibility Area 4 - Audit and Compliance (10%)

- Coordinate with external auditors to ensure timely completion of audits.
- Prepare financial documentation for tax filings and compliance with local regulations.
- Ensure adherence to donor reporting requirements and funding agreements.
- Assist in completing financial reports, due diligence for grants/sponsorships when required.

Key Responsibility Area 5 - Inventory Management (5%)

- Develop and implement policies and procedures for inventory management when the warehouse becomes operational.
- Oversee systems to monitor, track, and report on inventory levels and food rescue statistics.
- Ensure compliance with safety and quality standards for food storage and handling.
- Collaborate with warehouse staff to optimize operational efficiency and minimize waste.

At VietHarvest we are a small family and all work together to contribute to ensure we are delivering on our purpose to Nourish the underserved Communities. In order to deliver on our purpose:

- There is an expectation that for all major events we, as a family, come together and take on additional responsibilities to deliver a successful event
- We are mindful of delivering the best possible outcomes by maximising contributions and minimising costs wherever possible and we do this by:
 - Seeking in-kind work where ever possible, donations of goods the best possible quotes from suppliers and where possible in-kind support for the work that we do
 - Direct any potential financial donor relationships to the leaders
 - Volunteer out of hours to support our purpose

Other duties as reasonable required.



Personal Specifications
<p>Qualifications</p> <ul style="list-style-type: none"> ● Bachelor’s degree in Accounting, Finance, or a related field. ● Minimum of 3–5 years of experience in financial managerial position, preferably within a start-up or social enterprise. ● Legally eligible to work or volunteer in Vietnam.
<p>Personal Abilities and Aptitudes</p> <ul style="list-style-type: none"> ● A strong commitment and enthusiasm towards the vision and purpose of VietHarvest ● Energetic, positive and proactive attitude; Action-oriented and driven to achieve results and hands on ● Excellent communication skills and the ability to build and maintain relationships of trust with all relationships in the organization. ● Ethical and reliable, with a high level of integrity and confidentiality. ● Analytical thinker with strong problem-solving skills. ● Proactive, adaptable, and able to thrive in a dynamic, fast-paced environment. ● Strong interpersonal skills to liaise with diverse stakeholders. ● Dependability and accountability and willingness to learn.
<p>Skills, Knowledge & Experience</p> <ul style="list-style-type: none"> ● Strong knowledge of financial regulations, budgeting, and reporting standards. ● Fluency in Vietnamese and English (written and verbal). ● Relevant experience in non-profits, social enterprises is advantageous ● Comfortable in using MS Office, Google suite and a range of other digital tools ● Proficiency in accounting software and advanced MS Excel skills. ● Excellent organizational and time management skills, with attention to detail. ● Demonstrated ability to manage multiple responsibilities and prioritize tasks effectively. ● Experience in policy and procedure development, particularly for inventory and financial management. ● Experience or willing to learn to use different file sharing and technology such as G-Suite, Sharepoint, Trello, Slack and others

Interested candidates are invited to submit their CV and cover letter in English with the subject line of “**Vietharvest Finance Manager** Application – Your name” to recruitment@actiononpoverty.org.vn by/before 15 February 2025. While we appreciate all responses, only shortlisted candidates will be contacted.

