

Fulbright

WE ARE HIRING!

Position Title: **Chief Financial Officer (CFO)**

Reports to: Chief Operating Officer (COO)

Deadline: Open until filled

Employment Type: Full-time

Number of recruits: 1 (one)

Help us reimagine the University.

We are Fulbright University Vietnam (“Fulbright”), Vietnam’s first independent, non-profit, liberal arts university. We are an expanding international team of educational innovators, with deep roots in Vietnam, strong political and financial backing, and connections to educational institutions around the world. We believe in the power of collaboration, transdisciplinary thinking, and risk-taking, and we understand that effective education requires putting students at its center. Globally integrated but deeply embedded in Vietnamese society, Fulbright is dedicated to providing a world-class education, utilizing the latest advancements in institutional design, teaching, learning, technology and other fields to create an institution that is both innovative and globally relevant. Importantly, Fulbright is committed to serving Vietnamese society through rigorous research and responsible civic engagement.

Our flagship campus will be located in Saigon Hi-Tech Park, in Ho Chi Minh City (District 9). Until phase 1 of campus construction is completed, we are located at Crescent Plaza, Tan Phu, in Ho Chi Minh City (District 7).

General Summary

The CFO will provide leadership, oversight and mentorship to the financial planning, accounting, financial operations and purchasing teams of Fulbright University Vietnam.

As a senior member of the executive team, the CFO will focus on establishing a financial vision and facilitate the financial growth and development of Fulbright University Vietnam.

The CFO will report directly to the COO and serve as the strategic leader for business and financial planning and analysis, accounting, internal controls, audit, asset management, annual and long-term budget processes, tax reporting, and grant management.



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Roles and Responsibilities

1. Accounting Financial Planning, Reporting and Analysis

- Ensures financial reporting, budget, quarterly and monthly forecast reviews, and financial analysis are completed in accordance with required deadlines
- Manage daily operations of the Fulbright finance and accounting activities
- Leads the reporting processes consistent with established policies, procedures and regulatory requirements, making sure that Fulbright departments meet their financial objectives as approved by business plans and grant requirements
- Ensure monthly reconciliations of accounts, bank statements and activities are carried out in an accurate, legal and professional manner
- Drives the financial analysis process with full comprehension of key performance indicators, operating trends, and industry standards to identify opportunities that will enable allocation of resources that improve performance and enhance value
- Leads both the short-range and long-range financial planning process at Fulbright

2. Operating Budget and Planning

- Ensure the delivery of adequate, accurate, and timely data for strategic decision-making and operational leadership
- Ensure the preparation of annual operating cost budgets based on actual performance, previous budget figures, expense reports and other factors
- Monitor approved budgets for assigned projects including preparing accrual reports, financial forecasts, budget realignments, financial analysis and summary, and other financial exercises

3. Capital Budget Planning and Reporting

- Leads the Capital Budget planning process in collaboration with the Campus Development and Facilities Management division and the Development office
- Coordinates the financial plan for facilities infrastructure to meet university growth in collaboration with the Provost and the Campus Development and Facilities Management Director

4. Financial

- Oversee the preparation of financial reports for internal reporting and to external funding entities; manage financial reporting timeline and activities
- Ensure statutory compliance of financial activities
- Develop and improve financial Policies and Procedures



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5. Risk and Compliance

- Ensure internal adherence to fiscal policies and procedures of Fulbright is compliant with all auditing entities; provides leadership during planning and preparation for audit by a funding entity
- Ensure core leadership are informed of project or program issues; identify and implement “best practices” as appropriate. Provide training as appropriate
- Develop monitoring and evaluation approach to grants management in compliance with rules and regulations of Federal Grants
- Work with Leadership team and FUVUSA team to ensure timely reporting and risk mitigation planning are executed to secure Fulbright’s financial position

What we look for

1. Education and Experience:

- Master’s degree is required (ex: MBA or MS in related field)
- Certified Public Accounting degree grounded in the International Financial Reporting Standards (IFRS) or US Generally Acceptable Accounting Principles (GAAP)
- Minimum 5 years’ experience as a CFO/Finance Director in a multinational organization.
- 15+ years’ relevant work experience in Finance and Accounting. Knowledge and experience working with funds and grants is a plus
- Demonstrated experience with construction projects and financing is a plus

2. Knowledge, Skills and Abilities:

- Outstanding Leadership Abilities – demonstrate exceptional leadership, with an ability to give advice and counsel as well as provide a voice of reason
- Demonstrated experience and successful management and development of staff
- Proven ability to manage an accounting organization in cash cycle, closing process, capital expenditure process and balance sheet integrity
- Proven knowledge of banking, auditing and treasury systems
- Proficient knowledge of real estate development
- Exceptional interpersonal and communication skills, both written and verbal, for necessary interactions with internal and external partners, which must include fluency in Vietnamese and English
- Demonstrated operations skills – possess a strong understanding of Fulbright’s business model and the education industry and be able to use this knowledge to provide an



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independent perspective and to constructively challenge the operations teams, ensuring that business decisions are grounded in solid financial criteria

- Proven ability to establish and manage financial control systems and protocols – ensure adequate assessment and mitigation of risk as well as compliance with applicable regulatory or other legal requirements
- Demonstrated ability to lead the financial strategy – play a key role in prioritizing and ensuring the financial strategy of Fulbright

What we offer

- Opportunity to be one of passionate team members who share the same belief in the transformative power of education and see the unique opportunity in creating a new university
- Opportunities to participate in public talks, workshops, seminars, as well as other activities at Fulbright
- A full network of supportive colleagues
- A dynamic, innovative, and professional working environment
- Intensive English-speaking environment
- Competitive salary and high-end insurance plans
- Generous annual leave/paid time off

How to Apply

- Please email a cover letter explaining your interest in and qualifications for the position along with your resume to jobs@fulbright.edu.vn.
- The position will remain open until filled.
- Only short-listed applicants will be contacted for further process.

