

VOLUNTEER JOB DESCRIPTION

Title / Position: Volunteer/ accountancy advisor
Supervisor: director
Worksite (e.g., office, field, home): Office, home
Start Date (if any): As soon as possible
Number of Volunteers Required: 1

ABOUT YOUR ORGANIZATION

Name of organization: HCMC EYE BANK
Legal status: Establishing period, project under HCMC EYE center's management
Target Beneficiaries: Blind patient because of corneal
Mission: As a non-government, non-profit and community development center with the hope to support high valued corneals for treatment and researching purposes to decrease the cases of blindness due to corneal.
Main Activities

- Acquiring corneals from dead donation.
- Treating hummock and reserving for guaranteed valuability.
- Fair distribution for corneal treatment.
- Public education and communication to call for corneal donation or voluntary help.
- Researching and training to improve surgery technicity.

POSITION DESCRIPTION *(please describe the Volunteer's works/assignment at your organization)*

Goal of this Volunteer position: we want to become a non-government, non-profit with professional, transparent, legal, and prestigious operation with subjects.

Brief description of work to be performed: advising the board about legal actions in Vietnamese tax at EYE BANK and book keeping.

Sample list of Volunteer activities:

1. Advising about Vietnamese tax law for non-profit orgainsation.
2. Do financial book keeping for EYE BANK on expenses, income, and charity.
3. Making financial reports for the board
- 4.

TIMEFRAME

Length of commitment: At least 1 year
Estimated total hours: 10 hours/month
Preferred schedule: Due to volunteer's schedule

QUALIFICATIONS SOUGHT *(Please include both skills and attributes required to perform the work and any attributes that may disqualify an applicant.)*

1. full-time or part-time job in accountancy, having work permit in Vietnamese accountancy
 2. at least three years of work experiences in Vietnamese accountancy.
 3. being able to work independently or team work with NPO
 4. willingness to charitable activities.
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5. honest, active, hardworking, heartfelt

BENEFITS TO THE VOLUNTEER *(Please indicate if there are any Volunteer benefits, such as a stipend for transportation costs, volunteer recognition day, coffee/tea, etc.)*

1. becoming an official member of EYE BANK's advisory board with the historical role in founding EYE BANK.
2. Daily coffee and tea, as well as water, and transportation fee are available to Volunteers, free of charge