



**Job Description**  
(Final version: Nov 2018)

<b>Part one: Job Identity</b>			
<b>Position Title</b>	<b>Finance Intern</b>	<b>Grade/Level</b>	1
<b>Unit</b>	Finance and Administration	<b>Job Code</b>	RO-FI
<b>Location</b>	Rikolto in Vietnam Regional Office, Hanoi, Vietnam		
<b>Report to</b>	Finance Officer		
<b>Responsible for</b>	None		
<b>Relation and Co-ordination</b>	<i>Name(s) of the functions or units</i>	<i>Type of relation e.g. coaching, sharing information etc</i>	
	Finance and Administration team	Compliance with Rikolto's cost norms and financial accountability; collaboration on financial and administrative matters	
	Rikolto staff	Sharing information	
<b>Purpose of the Job</b>	This position will provide support to the Finance and Admin Unit particularly on the finance filing system according to Rikolto's requirements.		

<b>Part two: Job Content and Context</b>	
<b>Duties and Responsibilities</b>	<ul style="list-style-type: none"> <li>• Photocopy and scan financial documents;</li> <li>• Maintain filing of monthly accounting vouchers and other finance documents;</li> <li>• Assist the Finance Officer in checking accounting documents upon conformity with organization rules and regulations;</li> <li>• Familiarize oneself with Rikolto's accounting and financial management;</li> <li>• Other tasks as assigned.</li> </ul>
<b>Authority</b>	<ul style="list-style-type: none"> <li>• None</li> </ul>
<b>Accountability</b>	<ul style="list-style-type: none"> <li>• Filing system of financial accounting documents</li> </ul>
<b>Key Result Areas</b>	<ul style="list-style-type: none"> <li>• Managing the finance system efficiently</li> </ul>
<b>Performance Indicators</b>	<ul style="list-style-type: none"> <li>• As per the internship supervisor's assessment.</li> </ul>
<b>Part Three: Job Competencies (Specifications)</b>	
<b>Academic Attainment</b>	<ul style="list-style-type: none"> <li>• Bachelor's Degree in accounting, finance or other related fields</li> </ul>
<b>Knowledge, Skills and Ability Requirements</b>	<ul style="list-style-type: none"> <li>• Good spoken and written English language skills;</li> <li>• Computer literate (Microsoft Word and Excel are required);</li> <li>• Well organized and respectful of deadlines;</li> <li>• Trustworthy with confidential financial information;</li> <li>• Open attitude, flexible and eager to learn</li> </ul>
<b>Work Experience</b>	<ul style="list-style-type: none"> <li>• No requirement</li> </ul>
<b>Aptitude and Interests</b>	<ul style="list-style-type: none"> <li>• Team player;</li> <li>• Acts with integrity and respects others (working together);</li> <li>• Is willing to learn and share lessons learnt;</li> <li>• Strong willingness to learn.</li> </ul>