

TERMS OF REFERENCE

Finance Intern for Finance Department

Position Finance Intern	Contract duration Tentatively from November 2021 to October 2022 (extendable)
Supervisor: Manager, Finance Compliance (Internal)	Duty station: Hanoi
Key working relationship All AAV staff and others as required	Commencement date: as soon as possible
Working time Full time (7.5 hours per day, from Monday to Friday)	Budget/Fee: AAV's policy Budget from finance staff cost 2021

1. General Context

ActionAid is an international development agency whose aim is to fight poverty worldwide. Founded in the United Kingdom in 1972, for over 40 years, ActionAid works to support the poorest and most excluded people in 47 countries in Africa, Asia and the Americas in securing their rights and eradicating poverty.

In Vietnam, ActionAid operates in provinces in mountainous and remote regions, in the fields of education, women's rights, disaster preparedness, climate change, governance and food rights.

This is a transition period to the new structure in finance function and in process of recruitment some positions, there is a need of an intern to support finance team to handle the workload and improve the financial management.

2. Deliverables (performance expectation from the Intern)

- Vouchers and financial documents are stamped and filed properly and in good order.
- Bank statements are received and filled at the end of the month.
- Bank reconciliation are completed at 15th of the following month.
- Claims/requests are received, quickly checked, and distributed to relevant Finance Officer in charge.
- Vouchers are imported and input into SUN system with corrected coding.
- Translation task as required.
- Other assigned tasks are completed with good quality and timely.

3. Scope of work (inclusive of key tasks & per indicator)

- Filling and stamp voucher and daily supporting documents
- Receiving and filing Bank statement monthly
- Supporting to monthly implement reconciliation all bank account
- Keying in voucher into SUN system
- Reviewing/ distributing claims/payment requests as required
- Other tasks (as assigned)

4. Qualification

- University degree in Finance management or relevant field
- Committed and honest
- Self-motivating personality

5. Payment (Rate of fee/allowance per working day, insurance provided, time of payment)

Rate of fee: VND 220,000/working day and paid within 10 days of the next month upon full submission of approved work reports and timesheet. 24/7 Accident insurance will be provided.

6. Other benefit and responsibilities

- ActionAid International Vietnam will write reviews and acknowledge after the collaboration period of the Intern with AAV if s/he meets the requirements of AAV and at his/her request to apply to other organizations.
- The intern is expected to follow strictly the Intern Policy and other related policies of AAV.
- The Intern is required to keep all information and data of Operations Department confidential and for internal use. If s/he discloses such information to a third party outside AAV, s/he will be responsible for that loss of intellectual property and his/her contract will be terminated immediately by AAV.

TOR Prepared by

Verified by

Approved by

Interim Manager, Finance
Compliance (Internal)

Manager, Finance Compliance
(External)

Executive Director