



TITLE: Finance Intern

TEAM/PROGRAMME: Finance

LOCATION: Hanoi Office

GRADE: N/A

CONTRACT LENGTH: 6 months

CHILD SAFEGUARDING: (select only one)

Level 1: the post holder will not have direct contact with children and/or young people, or access to personal data about children or young people, as part of their work.

ROLE PURPOSE:

In collaboration with Finance-colleagues and under supervision of the Partner and Accounting Coordinator, to manage the filing, document arrangement work following the grant agreements, donors' rules and regulations and organization's policies and procedures.

SCOPE OF ROLE:

Reports to: Accounting and Partner Coordinator – C&C

Staff reporting to this post: None

Role Dimensions: None

KEY AREAS OF ACCOUNTABILITY:

- Maintain filing of monthly accounting vouchers, journals, spreadsheets and other finance documents;
- Photocopy, scan and translate the financial documents when required;
- Help finance colleagues/external auditors to find/seek the accounting vouchers, & financial supporting documents when needed;
- Getting familiar with accounting / finance management in an international organization;
- Other tasks as assigned.

BEHAVIOURS (Values in Practice)

Accountability:

- Holds self-accountable for making decisions, managing resources efficiently, achieving and role modelling Save the Children values;
- Holds the team and partners accountable to deliver on their responsibilities - giving them the freedom to deliver in the best way they see fit, providing the necessary development to improve performance and applying appropriate consequences when results are not achieved;
- Willing to take disciplined risks.

Ambition:

- Sets ambitious and challenging goals for themselves and their team, takes responsibility for their own personal development and encourages their team to do the same;
- Widely shares their personal vision for Save the Children, engages and motivates others;
- Future orientated, thinks strategically and on a global scale.

Collaboration:

- Builds and maintains effective relationships, with their team, colleagues Members and external partners and supporters;
- Values diversity, sees it as a source of competitive strength;
- Approachable, good listener, easy to talk to.



Creativity:

- Develops and encourages new and innovative solutions;

Integrity:

- Honest, encourages openness and transparency; demonstrates highest levels of integrity

QUALIFICATIONS

- University degree in accounting, finance or related field.

EXPERIENCE AND SKILLS

Essential

- Good spoken and written English language skills;
- Computer literate (Microsoft Word and Excel are required);
- Ability to work with confidential financial information.

Additional job responsibilities

The duties and responsibilities as set out above are not exhaustive and the role holder may be required to carry out additional duties within reasonableness of their level of skills and experience.

Equal Opportunities

The role holder is required to carry out the duties in accordance with the SCI Equal Opportunities and Diversity policies and procedures.

Child Safeguarding:

We need to keep children safe so our selection process, which includes rigorous background checks, reflects our commitment to the protection of children from abuse.

Health and Safety

The role holder is required to carry out the duties in accordance with SCI Health and Safety policies and procedures.

JD written by:

Nguyen Danh Nhat Minh
Senior Finance Officer

Date: 06th September 2021

JD agreed by:

Vu Tuong Anh
Finance Manager

Date:

Updated By:

Date:

Evaluated:

Date: