

<b>TITLE: Finance Intern</b>	
<b>TEAM/PROGRAMME: Finance &amp; ICT</b>	<b>LOCATION: Hanoi Office</b>
<b>GRADE: N/A</b>	<b>CONTRACT LENGTH: 6 months</b>
<p><b>CHILD SAFEGUARDING: (select only one)</b>          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.</p>	
<p><b>ROLE PURPOSE:</b>          In collaboration with Finance-colleagues and under supervision of the Finance Officer and Finance Manager, to manage the filing, document arrangement work following the grant agreements, donors' rules and regulations and organization's policies and procedures.</p>	
<p><b>SCOPE OF ROLE:</b>  <b>Reports to:</b> Finance Officer/Finance Manager  <b>Staff reporting to this post:</b> None  <b>Role Dimensions:</b> None</p>	
<p><b>KEY AREAS OF ACCOUNTABILITY:</b></p> <ul style="list-style-type: none"> <li>• Assist finance team in reviewing documents/ accounting estimates before posting and processing journal entries to ensure all transactions are recorded properly.</li> <li>• Maintain filing of monthly accounting vouchers, journals, spreadsheets and other finance documents.</li> <li>• Assist finance team to make photocopies, scan and translate the financial documents when required.</li> <li>• Support finance colleagues/external auditors to find/seek the accounting vouchers, &amp; financial supporting documents when needed.</li> <li>• Assist with the preparation of ad hoc and other internal reports/ requirements.</li> <li>• Other tasks as assigned.</li> </ul>	
<p><b>BEHAVIOURS (Values in Practice)</b></p> <p><b>Accountability:</b></p> <ul style="list-style-type: none"> <li>• Holds self-accountable for making decisions, managing resources efficiently, achieving and role modelling Save the Children values.</li> <li>• 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.</li> <li>• Willing to take disciplined risks.</li> </ul> <p><b>Ambition:</b></p> <ul style="list-style-type: none"> <li>• 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.</li> <li>• Widely shares their personal vision for Save the Children, engages and motivates others.</li> <li>• Future orientated, thinks strategically and on a global scale.</li> </ul> <p><b>Collaboration:</b></p> <ul style="list-style-type: none"> <li>• Builds and maintains effective relationships, with their team, colleagues Members and external partners and supporters.</li> <li>• Values diversity, sees it as a source of competitive strength;</li> </ul>	

- 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:**

**Date:**

**JD agreed by:**

Cao The Tuan – Finance Manager

**Date:**

**Updated By:**

**Date:**

**Evaluated:**

**Date:**