

**TERMS OF REFERENCE**  
**Finance Intern for Finance Department**

<b>Position</b> Finance Intern	<b>Contract duration</b> 1 year (extendable)
<b>Supervisor:</b> Manager, Finance Compliance (Internal/External)	<b>Duty station:</b> Hanoi
<b>Key working relationship</b> All AAV staff and others as required	<b>Commencement date:</b> as soon as possible
<b>Working time</b> Full time (9 hours per day, from Monday to Thursday)	<b>Budget/Fee:</b> 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 71 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.

ActionAid Vietnam is working in strategic partnership with Aid for social protection program foundation Vietnam (AFV).

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 in at the end of the month.
- Bank reconciliations are completed at 15th of the following month.
- Claims/requests are received, quickly checked, and distributed to the relevant Finance Officer in charge.
- Vouchers are imported and input into the 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)**

Intern allowance is paid at the last week of the month. The Intern is requested to submit timesheet by the 5<sup>th</sup> of the next month. 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 Finance function 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**

Human Resources Business  
Partner

Manager, Finance Compliance  
(Internal/ External)

Executive Director