



FINANCE INTERN

Duty station: Hanoi, Vietnam

Background: Rikolto is an international NGO with over 50 years of experience partnering with farmer organisations and food chain actors in Africa, Asia, Europe and Latin America. Rikolto runs programmes in 18 countries worldwide through 5 regional offices.

Rikolto envisions a world with a sustainable income for farmers and nutritious, affordable food for everyone. We reach our goals by building bridges between smallholder farmer organisations, companies, authorities and other actors across rural and urban areas. Together, we create innovative ways of accessing, distributing and producing nutritious, quality food, so no one is left behind.

Rikolto in Southeast Asia (SEA) is working in Vietnam, and has an office in Hanoi. We are looking for a Vietnamese for the position of **Finance Intern**. This incumbent will be based in Hanoi, Vietnam.

Job Overview: The Finance Intern, under the direct supervision of the Finance Officer, provides support to the Operations team, especially with checking finance documents and maintaining the finance filing system required by Rikolto.

Job size: Full-time

Expected starting date: June 2023

Benefits: A working allowance and insurance in line with Vietnam's labor laws.

Basic Requirements:

- Be careful, hardworking, responsible;
- Good English speaking and writing skills;
- Good communication skill;
- Computer literate (Microsoft Word and Excel are required);
- Well organized and respectful of deadlines;
- Work with confidential financial information;
- Open attitude, flexible and eager to learn.

For more details about the responsibilities, requirements of the role, and the Job Description, please refer to Rikolto in Vietnam's website at: <https://vietnam.rikolto.org/en/news/finance-intern>

How to apply? Please send your motivation letter and recent curriculum vitae in English with at least three referees before **26 May 2023** by email to:

Rikolto in Southeast Asia - Vietnam office
House No.4, 249A Thuy Khue Compound, Thuy Khue, Tay Ho, Hanoi
Email: vietnam@rikolto.org

Only shortlisted candidates will be contacted.