

## JOB ANNOUNCEMENT

Samaritan's Purse is a Christian humanitarian organization providing aid to hurting people around the world. With a sustainable history working in Vietnam, Samaritan's Purse has developed strong relationships with partners to conduct projects in 6 sectors: health, WASH, education, protection, livelihood and relief.

Samaritan's Purse in Vietnam's projects are being implemented in Hanoi, Quang Nam, the central province of Vietnam, Tra Vinh, the south of Vietnam and across the northern provinces of Lao Cai, Yen Bai and Lai Chau where the majority of people are from ethnic minority groups, often the most vulnerable or marginalized sections of the population.

We are now seeking highly qualified candidate for the following position:

**Position Title:** Finance National Intern

**Position Duration:** April 01, 2024 to September 30, 2024

**Duty Station:** Hanoi with frequent travel to project locations

**Reports To:** Finance Manager

### Job Summary:

The Samaritan's Purse Vietnamese Internship Pathway Program is a prestigious opportunity young Vietnamese graduates who are passionate about serving local communities. The program provide newly graduates with opportunities to explore NGO careers, earn meaningful experience, and develop professional skills while being paid for the work performed.

The Finance Intern implements the daily financial functions required by Samaritan's Purse in Vietnam. The position conducts scanning and filing documents, performs data entry tasks, and assists the Finance Department with accurate recordkeeping and documentation.

### Key Responsibilities:

- Assist recording financial transactions for Samaritan's Purse in Vietnam as directed by the Finance Manager (includes vouchers, FERs, Cash Advances, transfers, etc.).
- Assist keeping detailed and accurate records for assigned Samaritan's Purse in Vietnam financial transactions in an organized and professional manner.
- Assist scanning and organizing monthly financial files onto Samaritan's Purse approved digital scanning software.
- Nurture a positive work environment, fostering a commitment to Samaritan's Purse values and ethics.
- Other duties as assigned by the Finance Manager.

### Professional Development Commitment

- Complete monthly learning activities include training and seminars, job shadowing, group learning exercises with other interns, and individual learning assignments.

- Attend monthly coaching session with assigned line manager and mentor.
- Complete the assigned capstone project by the end of the internship.

**Education/Experience Needed:**

- Bachelor's degree in Accounting, Finance, or related field from an accredited university or college in Vietnam. The applicant should have graduated within 2 years of the internship start date.
- Fluency in English. Any language test scores (TOEFL, IELTS, or others) should be included in the application submission.

**Skills Required:**

- Good communication skills.
- Excellent planning, time management and organizational skills.
- High level of integrity, humble team player, ability to be flexible and adapt.
- Proficient with Microsoft Outlook, Word, Excel and PowerPoint.
- Ability to travel to remote areas.

Samaritan's Purse in Vietnam is a Christian nonprofit organization. Candidates having working experience in a similar kind of organization will be an advantage.

Please note that Applications will be treated in confidence and cannot be returned, only candidates invited to an interview will be contacted.

  
**Samaritan's Purse®**  
INTERNATIONAL RELIEF