

Finance & Admin Intern

Orbis is a non-profit organization based in New York Orbis that works to prevent and treat blindness through hands-on training, public health education, and improved access to quality eye care, advocacy and partnerships with local health care organizations. Since 1982, Orbis has been a pioneer in global eye health, and has worked in 92 countries. Orbis story began with our Flying Eye Hospital, a fully-equipped mobile teaching hospital. We have long-term programs in countries including Bangladesh, China, Ethiopia, India, South Africa, Vietnam and Zambia – with additional programs in parts of Latin America and the Caribbean.

To support for the growth of Orbis's program portfolio in Vietnam, Orbis provides opportunities for young, dynamic Vietnamese students who wish to be trained and work in international working environment. We are currently seeking for Finance and Admin Intern in Vietnam Country Office with detailed qualifications as outlined

DUTY STATION: This position will be based in Hanoi

TYPE OF CONTRACT: Volunteer Agreement – Part-timewith at least 2 working day/week

LENGTH OF CONTRACT: Twelve-month rolling contract. To be renewed annually, subject to funding availability and performance.

DIRECT REPORT TO: Finance Officer/Operations Manager ofOrbis Vietnam, based on task assignment

SUPERVISEE: N/A

JOB SUMMARY:

The Finance & Admin Intern to support accounting, finance and admin works on day to day basis to ensure smoothly, timely and effective function of operational works in Country Office.

ROLES AND RESPONSIBILITIES:

The Student filling this position will handle a wide range of important duties, including:

- Prepare receipt and payment vouchers
- Input payment transaction to on-line banking system
- Check to ensure sufficient supporting documents for payment requests and monthly financial reports from partners
- Assist Finance Officer in scan, photocopy and filing of financial documents, reports
- Assist Finance Officer in audit preparation works
- Assist admin works for the office (photocopy documents, training materials, sending courier, filing correspondences....)
- Other works as assigned;

REQUIREMENTS:

- Applicants should be students (3rd year or 4th year of study) or newly graduated ones with majors in Business, Finance, Economics or Accounting (Foreign Trade University, National Economic University...)
- Attention to details, ability to learn and doing multi-tasks
- Good English and communication skill are essential to this position.

ALLOWANCE AND BENEFIT

- Orbis supports allowance for food and transportation for the Intern as per the Organization's policy.
- Orbis provides various training, personal coaching and career development opportunities for qualified candidate.

SUBMISSION:

Qualified applicants, kindly send your resume and an application letter in English to:

Orbis International in Vietnam
Room 303-304, Building E4B- Trung Tu Diplomatic Compound
#6 Dang VanNgu, Dong Da, Hanoi
Email: admin.vietnam@orbis.org
www.orbis.org

Only short listed applicants will be contacted for writing test and interviews.

CLOSING DATE: 20 APRIL 2016