

SAVE THE CHILDREN
INTERNATIONAL PROGRAMS
ROLE PROFILE

JOB TITLE: Finance Intern	
TEAM/PROGRAMME: Finance & Support Services	LOCATION: Hanoi
GRADE: n/a	
CHILD SAFEGUARDING: Level 3 - the responsibilities of the post may require the post holder to have regular contact with or access to children or young people	
ROLE PURPOSE: In collaboration with FO/FA and under supervision of the Finance Manager, to manage the accounting works / donor reporting following the grant agreements, donors' rules and regulations and organisation's policies and procedures	
SCOPE OF ROLE: Reports to: Finance Manager Dimensions: None Staff directly reporting to this post: None	
KEY AREAS OF ACCOUNTABILITY: <ul style="list-style-type: none"> • Arrange all bank transfers on a daily basis by fax the remittances value below 1 billion then bank hard copy later or send original remittances value above 1 billion to the Standard Chartered Bank and send all remittances with original authorised signatures from Hanoi to FFO in HCMO & DNO, • Maintain filing of monthly accounting vouchers, journals, spreadsheets and other finance documents, • Photocopy, scan and translate the financial documents when required; • Help external Auditors to find/seek the accounting vouchers, & financial supporting documents when needed, • Getting familiar with accounting / finance management in an international organization. • Other tasks as assigned 	
SKILLS AND BEHAVIOURS (our Values in Practice) Accountability: <ul style="list-style-type: none"> • Holds self-accountable for making decisions, managing resources efficiently, achieving results together with children and role modelling Save the Children values • 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 	

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improve performance and applying appropriate consequences when results are not achieved

- Creates a managerial environment in-country to lead, enable and maintain our culture of child safeguarding

Ambition:

- Sets ambitious and challenging goals for self and team, takes responsibility for own personal development and encourages team to do the same
- Widely shares personal vision for Save the Children, engages and motivates others
- Future oriented, thinks strategically and on a global scale

Collaboration:

- Builds and maintains effective relationships, with own team, colleagues, members, donors and partners
- Values diversity, sees it as a source of competitive strength
- Approachable, good listener, easy to talk to

Creativity:

- Develops and encourages new and innovative solutions
- Willing to take disciplined risks

Integrity:

- Honest, encourages openness and transparency
- Always acts in the best interests of children

QUALIFICATIONS AND EXPERIENCE

Essential

- University degree in accounting, finance or related field,
- Good spoken and written English language skills,
- Computer literate (Microsoft Word and Excel are required),
- Ability to work with confidential financial information,
- Faithfulness, hard working, details oriented, good interpersonal skill and ability to work in a team.

Equal Opportunities

The post holder is required to carry out the duties in accordance with the SCI Equal Opportunities

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and Diversity policies and procedures.

Health and Safety

The post holder is required to carry out the duties in accordance with SCI Health and Safety policies and procedures.

Additional job responsibilities

The job duties and responsibilities as set out above are not exhaustive and the Post holder may be required to carry out additional duties within reasonableness of their level of skills and experience.

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