

**SAVE THE CHILDREN**  
**INTERNATIONAL PROGRAMS**  
**ROLE PROFILE**

<b>JOB TITLE: Finance Intern</b>	
<b>TEAM/PROGRAMME: Finance &amp; Support Services</b>	<b>LOCATION: Hanoi</b>
<b>GRADE:</b> n/a	
<b>CHILD SAFEGUARDING:</b> Level 3 - the responsibilities of the post may require the post holder to have regular contact with or access to children or young people	
<b>ROLE PURPOSE:</b> 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	
<b>SCOPE OF ROLE:</b> <b>Reports to:</b> Finance Manager <b>Dimensions:</b> None <b>Staff directly reporting to this post:</b> None	
<b>KEY AREAS OF ACCOUNTABILITY:</b> <ul style="list-style-type: none"> <li>• 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 &amp; DNO,</li> <li>• Maintain filing of monthly accounting vouchers, journals, spreadsheets and other finance documents,</li> <li>• Photocopy, scan and translate the financial documents when required;</li> <li>• Help external Auditors to find/seek the accounting vouchers, &amp; financial supporting documents when needed,</li> <li>• Getting familiar with accounting / finance management in an international organization.</li> <li>• Other tasks as assigned</li> </ul>	
<b>SKILLS AND BEHAVIOURS (our Values in Practice)</b> <b>Accountability:</b> <ul style="list-style-type: none"> <li>• Holds self-accountable for making decisions, managing resources efficiently, achieving results together with children and role modelling Save the Children values</li> <li>• 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 improve performance and applying appropriate consequences when results are not achieved</li> <li>• Creates a managerial environment in-country to lead, enable and maintain our culture of child safeguarding</li> </ul> <b>Ambition:</b> <ul style="list-style-type: none"> <li>• Sets ambitious and challenging goals for self and team, takes responsibility for own personal development and encourages team to do the same</li> <li>• Widely shares personal vision for Save the Children, engages and motivates others</li> <li>• Future oriented, thinks strategically and on a global scale</li> </ul> <b>Collaboration:</b> <ul style="list-style-type: none"> <li>• Builds and maintains effective relationships, with own team, colleagues, members, donors and partners</li> <li>• Values diversity, sees it as a source of competitive strength</li> </ul>	

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**DATE**

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<ul style="list-style-type: none"><li>• Approachable, good listener, easy to talk to</li></ul> <p><b>Creativity:</b></p> <ul style="list-style-type: none"><li>• Develops and encourages new and innovative solutions</li><li>• Willing to take disciplined risks</li></ul> <p><b>Integrity:</b></p> <ul style="list-style-type: none"><li>• Honest, encourages openness and transparency</li><li>• Always acts in the best interests of children</li></ul>
<p><b>QUALIFICATIONS AND EXPERIENCE</b></p> <p><b>Essential</b></p> <ul style="list-style-type: none"><li>• University degree in accounting, finance or related field,</li><li>• Good spoken and written English language skills,</li><li>• Computer literate (Microsoft Word and Excel are required),</li><li>• Ability to work with confidential financial information,</li><li>• Faithfulness, hard working, details oriented, good interpersonal skill and ability to work in a team.</li></ul>
<p><b>Equal Opportunities</b></p> <p>The post holder is required to carry out the duties in accordance with the SCI Equal Opportunities and Diversity policies and procedures.</p>
<p><b>Health and Safety</b></p> <p>The post holder is required to carry out the duties in accordance with SCI Health and Safety policies and procedures.</p>
<p><b>Additional job responsibilities</b></p> <p>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.</p>
<p><b>Date of issue:</b> 4<sup>th</sup> May 2016 <span style="float:right"><b>Author:</b> Vu Tuong Anh</span></p>