



Job Description
(Final version: Nov 2018)

Part one: Job Identity			
Position Title	Finance Intern	Grade/Level	1
Unit	Finance and Administration	Job Code	RO-FI
Location	Rikolto in Vietnam Regional Office, Hanoi, Vietnam		
Report to	Finance Officer		
Responsible for	None		
Relation and Co-ordination	Name(s) of the functions or units	Type of relation e.g. coaching, sharing information etc	
	Finance and Administration team	Compliance with Rikolto’s cost norms and financial accountability; collaboration on financial and administrative matters	
	Rikolto staff	Sharing information	
Purpose of the Job	This position will provide support to the Finance and Admin Unit particularly on finance filling system according to Rikolto’s requirement.		

Part two: Job Content and Context	
Duties and Responsibilities	• Photocopy and scan the financial documents; • Maintain filing of monthly accounting vouchers and other finance documents; • Assist the Finance Officer in checking accounting documents upon conformity with organization rules and regulations; • Getting familiar with accounting and financial management in Rikolto; • Other tasks as assigned
Authority	• None
Accountability	• Filing system of financial accounting documents
Key Result Areas	• Managing finance system efficiently
Performance Indicators	• Yearly assessment report
Part Three: Job Competencies (Specifications)	
Academic Attainment	• Bachelor's Degree in accounting, finance or other related fields
Knowledge, Skills and Ability Requirements	• Good spoken and written English language skills; • 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
Work Experience	• No requirement
Aptitude and Interests	• Team player; • Acts with integrity and respects others (working together); • Is willing to learn and share lessons learnt; • Strong willingness to learn.