



Job Description

FUNCTION: **FINANCE INTERN**

DATE: Jul 2025

Part 1: Job Identity				
Position Title	Finance Intern		Grade/Level	1
Unit	Operations team		Job Code	FI
Location	Rikolto office in Hanoi, Vietnam			
Report to	Finance Officer			
Line Manager of	None			
Key working relationship	To ensure smooth collaboration within Rikolto in Vietnam, the working relation will involve:			
	Internal	Operations Team and other teams, collaborating on financial and administrative matters		
	External	Programme partners, particularly regarding financial documentation		
Purpose of the Job	Under the direct supervision of the Finance Officer, the Finance Intern supports the Operations Team by reviewing financial documents from both Rikolto and its partners, and maintaining an accurate and compliant financial filing system.			

Part 2: Job Content and Context	
Duties and Responsibilities	<ul style="list-style-type: none"> • Photocopy and scan financial documents. • Assist in maintaining the finance filing system, both in hard copy and digital formats. • Support the Finance Officer in reviewing financial documents in accordance with Rikolto's regulations. • Assist in preparing documents for audits. • Support the Finance Officer in delivering or collecting documents at banks, tax authorities, and the social security office. • Provide basic administrative support in the absence of administrative staff, if needed. • Gain exposure to Rikolto's programmes and operations, and continuously explore opportunities for personal and professional development. • Perform other tasks as assigned.
Authority	<ul style="list-style-type: none"> • This is a non-supervisory position with no decision-making authority.
Accountability	<ul style="list-style-type: none"> • Accountable for maintaining an accurate, up-to-date, and well-organized financial filing system (both physical and digital), ensuring compliance with Rikolto's internal procedures.
Key Result Areas	<ul style="list-style-type: none"> • Timely and systematic filing of financial documents • Accuracy in reviewing and organizing documentation • Compliance with internal financial procedures
Performance Indicators	<ul style="list-style-type: none"> • Quality and completeness of the financial filing system • Timeliness and accuracy in completing assigned tasks

Part 3: Job Competencies (Specifications)	
Academic Attainment	<ul style="list-style-type: none"> • Final-year student or recent graduate (preferably in Finance, Accounting, Business Administration, or a related field).
Work Experience	<ul style="list-style-type: none"> • No prior experience required.
Knowledge, Skills and Abilities	<ul style="list-style-type: none"> • Careful, detail-oriented, and responsible • Proficient in Microsoft Word and Excel • Well-organized and able to meet deadlines • Strong communication and interpersonal skills • Able to handle confidential financial information with discretion • Open-minded, adaptable, and eager to learn
Other Competencies	<ul style="list-style-type: none"> • Team player with a collaborative mindset • Demonstrates integrity, accountability, and respect for others • Proactive in problem-solving and task execution • Committed to continuous learning and knowledge sharing
Language	<ul style="list-style-type: none"> • Good command of written and spoken English and Vietnamese

