



Job Description

FUNCTION: **FINANCE INTERN**

DATE: 2026

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, the key working relationships include:			
	Internal	Operations team and other programme teams on finance- and administration-related matters.		
	External	Banks, tax authorities, social security office and programme partners, when required.		
Purpose of the Job	Under the supervision of the Finance Officer, the Finance Intern supports day-to-day finance work by filing documents, checking supporting documents, and maintaining finance records in accordance with Rikolto's procedures.			

Part 2: Job Content and Context	
Duties and Responsibilities	• Photocopy, scan and file financial documents. • Maintain finance files in both hard copy and electronic formats. • Support the Finance team in checking supporting financial documents for completeness and compliance with Rikolto's procedures. • Follow up with colleagues and partners to collect or complete supporting financial documents when required. • Assist in preparing financial documents for audits. • Deliver and collect documents from banks, tax authorities and the social security office when required. • Provide basic administrative support when required. • Perform other tasks as assigned.
Authority	• The Finance Intern has no supervisory responsibilities or decision-making authority.
Accountability	• Ensure assigned finance documents are properly filed and maintained in accordance with Rikolto's procedures. • Complete assigned tasks accurately and on time.
Key Result Areas	• Finance documents filed accurately and on time. • Finance records properly maintained. • Assigned tasks completed accurately, on time and in accordance with Rikolto's procedures.
Performance Indicators	• Accuracy and completeness of assigned work. • Timeliness in completing assigned tasks. • Compliance with Rikolto's finance and administrative procedures.

Part 3: Job Competencies (Specifications)	
Academic Qualifications	• Final-year university student or recent graduate in Finance, Accounting, Business Administration or a related field.
Work Experience	• No prior work experience is required.
Knowledge	• Basic knowledge of accounting and finance. • Basic knowledge of Microsoft Office, especially Excel and Word.
Skills and Abilities	• Careful and detail-oriented. • Well organised and able to manage routine tasks. • Willing to learn and follow instructions. • Able to work independently as well as in a team. • Able to maintain confidentiality of financial information.
Language	• Good command of written and spoken English and Vietnamese