

**TERMS OF REFERENCE (TOR)
Finance Intern**

Position Finance Intern	Contract duration 1 year (Renewable)
Supervisor: Finance Business Partner	Duty station: Hanoi with travel to the field as required
Key working relationship ActionAid -AFV staff and others as required	Commencement date: as soon as possible
Working time Full time, from Monday to Thursday	Budget/Fee: ActionAid -AFV's policy Finance staff cost

1. General Context

ActionAid is an international development agency whose aim is to end poverty, through working with the poorest and most excluded people in 70++ countries and territories in Africa, Asia, Europe and the Americas to build a better life for all.

In Vietnam, ActionAid cooperates with communities and development partners to advance rights to education, women's rights, disaster preparedness, and build resilience to climate change.

ActionAid works in partnership with Aid for social protection program Foundation Vietnam (AFV). AFV is a national foundation with the aim to build solutions for sustainable development in Vietnam. AFV operates in the most remote areas, supporting children, people with disabilities, women, ethnic minorities to have better access to livelihood, education, disaster preparedness as well as climate resilience.

This TOR is designed to recruit Finance Intern to assist ActionAid – AFV in maintaining finance compliance. The TOR details the responsibilities and scope of work for the incumbent.

2. Deliverables

- Vouchers and financial documents are stamped and filed properly and in good order.
- Bank statements are received and filled in at the end of the month.
- Bank reconciliations are completed on the 15th of the following month.
- Claims/requests are received, quickly checked and distributed to the relevant Finance Officer in charge.
- Vouchers are imported and input into the SUN system with corrected coding.
- Translation is completed as required.
- Partners' monthly financial reports are received and filed.
- Partners' monthly supporting documents are received and reviewed.
- Admin works such as assembling printing documents and arranging all logistics for the audit fieldwork are prepared.
- Other assigned tasks are completed with good quality and timely.

3. Scope of work

- Supporting documents and vouchers are fully stamped and filled in on a daily basis.
- Bank statements are collected and filed properly on a monthly basis.
- Support to monthly reconciliation of all bank accounts is implemented.

- Keying in voucher into SUN system is provided.
- Reviewing/ distributing claims/payment requests as required are ensured.
- Vouching and tracing of transactions to verify accuracy of partners' monthly financial reports is implemented.
- Other tasks (as assigned) are supported.

4. Qualification

- University degree in Finance management or relevant field
- Committed and honest
- Self-motivating personality

5. Payment

- Intern allowance including all tax and statutory contributions are paid at the last week of the month. The Intern is requested to submit a timesheet by the 5th of next month and monthly report to Line Manager.
- 24/7 Accident insurance will be provided.

6. Other benefits and responsibilities

- ActionAid -AFV will provide reviews at the request in writing of the Intern and acknowledgement once the contract is completed.
- The Intern is expected to adhere to all ActionAid-AFV's policies and regulations.

Prepared by

Manager, Finance Compliance (Internal)

Verified by

Interim Head of Finance

Approved by

Executive Director

Agreed by

Intern