

JOB DESCRIPTION

JOB TITLE: Finance Intern

DEPT: Finance and Operations

REPORT TO: Finance and Admin Officer

DATE: As soon as possible

INTRODUCTION

Orbis International is a nonprofit global development organization dedicated to saving sight worldwide. Our mission is to preserve and restore sight by strengthening the capacity of local institutions in their efforts to prevent and treat blindness. Our goal is a world in which no one is needlessly blind, where quality eye care is available to everyone. Since 1982, ORBIS has treated and transformed the lives of more than 10 million people in 87 countries.

Orbis has been working in Vietnam since 1996, supporting the country's efforts to prevent and treat avoidable blindness, especially among children, marginalized rural communities, and people with diabetes. Orbis established a permanent office in Vietnam in 2003.

Orbis Vietnam works closely with the Ministry of Health, medical universities, and eye care institutions to strengthen the overall eye health system of the country. Orbis also implements training programs that are building the skills of entire eye care teams across the country – from health workers in rural clinics to eye surgeons in urban centers.

JOB SUMMARY

We aim at supporting the community, especially young generation, by providing the working opportunities in the organization. Internship program with Orbis enables students and fresh graduate to work in a recognized international organization, learning from leaders while sharpen their expertise as well as interpersonal skills.

The Finance Intern will assist tasks for Finance and Operations Department and under the supervision of the Finance and Admin Officer.

This position is 6-month contract and based in Hanoi.

ESSENTIAL JOB FUNCTIONS / KEY AREAS OF RESPONSIBILITY

- Provide support to the Finance & Administration Officer in conducting preliminary reviews of budgets and expenditure for field missions, training activities, and workshops, ensuring accuracy, completeness, and compliance with organizational requirements.
- Support in preparing payment vouchers and compiling incurred monthly expenses.
- Maintain and regularly update tracking records including bank beneficiaries, contracts, vendor lists, and expense tracking files
- Stamp "PAID" on approved financial documents as per organizational procedures.
- File physical financial documents systematically in designated folders following filing guidelines.
- Scan financial documents, ensuring clarity and completeness, and save them in appropriate folders using proper naming conventions for easy retrieval and audit compliance.
- Perform other tasks as assigned by Finance & Admin Officer.

QUALIFICATIONS & SKILLS

- Vietnamese citizen
- University degree in finance/accounting, business administration or in relevant fields



Changing the way the world sees.

- A fresh graduate who is pursuing finance job and demonstrates interest in this position
- Ability to communicate effectively both in written and oral in Vietnamese and English
- Proficiency in Microsoft Office (especially Excel) and be able to use automated Office equipment and software programs
- Be trustworthy and patient
- Strong organizational skills and attention to detail
- Honest, patient, and willing to learn

BENEFITS

- Friendly working environment
- Internship allowance
- Travel allowance when on duty travel
- Free lunch in the office
- Opportunity to participate in group training for professional development
- A certificate from Orbis Vietnam upon completion of 6-month internship period

HOW TO APPLY

Please send your motivation letter and CV to the email admin.vietnam@orbis.org, cc sam.nguyen@orbis.org. The email subject should be "Application for the position of Finance Intern"

Deadline for submission: no later than **17.00 on November 09, 2026**

Only shortlisted candidates will be contacted for interview.

Please follow us on [Orbis Vietnam | Facebook](#) to learn more about what we are doing.

To learn more about Orbis International, go to <http://www.orbis.org>

Orbis is an Equal Opportunity Employer. We are committed to providing equal employment opportunities to all employees and applicants, regardless of race, color, religion, gender, sexual orientation, disability, veteran status, or any other protected characteristic.

We encourage applications from qualified individuals of all backgrounds, cultures, and communities, particularly those underrepresented in the international nonprofit sector. Orbis is proud to foster an environment where everyone can contribute meaningfully and thrive.