

JOB DESCRIPTION

Job title	Finance & Admin Intern	Office	Hanoi, Vietnam
Type of employment	Full time (03-month contract with a probability of extending)	Department	Finance & Admin
Expected Start	As soon as possible	Reports to	Finance & Admin Manager
Background	<p>Aide et Action (AEA) International officially becomes Action Education (AE) International on 1st January 2023. AEA (AE) is an international non-governmental organisation working in more than 19 countries across Africa, Europe, South Asia, and Southeast Asia to support the development of sustainable education projects. We believe in the universal right to a quality education and for 40 years, have based our interventions around this ethos.</p> <p>Our vision: Changing the world through education.</p> <p>Our Mission: AEA (AE) ensures access to quality education for the most vulnerable and marginalized populations, especially children, so they can take charge of their own development and contribute to a more peaceful and sustainable world. AEA (AE)'s staff operate in the spirit of shared decision-making which demands team-work, transparency, mutual respect, integrity, personal initiative, creativity, and professional discretion.</p> <p>Our projects in Southeast Asia started in 2001 with local partners and government agencies in Cambodia, Vietnam, and Lao PDR to enhance the quality of education as well as to facilitate the access to quality education.</p>		
Position Overview	This position is to support Finance & Admin Team in managing daily works.		
Core Accountabilities			
<p>Duties & Responsibilities:</p> <ul style="list-style-type: none"> 👉 Maintain filling of monthly accounting vouchers and supporting documents; 👉 Photocopy, scan and translate the financial documents when require; 👉 Help finance colleagues/external auditor to find/seek the accounting vouchers & supporting document when needed; 👉 Assist in translating documents from English to Vietnamese and vice versa; 👉 Support to handle incoming/outgoing telephone calls, letters, faxes, postal packages, etc. and assist in managing filing system (both soft and hard correspondences); 👉 Support to maintain office supplies and office maintenance; and 👉 Other tasks as assigned. 			

Team Contribution:

- ..👉 Constructively contribute and collaborate with all colleagues to achieve the organizational goals;
- ..👉 Deliver high quality work that provides a conducive environment to our operating environment; and
- ..👉 Comply with all legislations and the organization’s policies and procedures.

Values and Behavior

- ..👉 Promote and be a role model to support organizational culture, growth, performance and image
- ..👉 Actively support the organization commitment to the principles of diversity, inclusion and Equal Employment Opportunity (EEO); and
- ..👉 Actively demonstrate the organizational values:
 - **Dignity**
 - **Inclusion**
 - **Integrity**
 - **Solidarity**
 - **Transparency and Accountability**

Criteria

Qualification	..👉 University degree in accounting, finance administration, or a related field.
Experiences	..👉 At least 01 year working experience in Finance and Admin position.
Core Competency	<ul style="list-style-type: none">..👉 Good organization, communication skills;..👉 Ability to learn quickly and respond to multiple demand;..👉 Computer literate with strong computer skills in MS Office, ability in graphic designing is an asset;..👉 Good written and oral communication in both Vietnamese and English;..👉 Ability to work with confidential financial information...👉 Working with People: Shows respect for the views and contributions of other team members; shows empathy; listens, supports and cares for others; consults others and shares information and expertise with them; builds team spirit and reconciles conflict; adapts to the team and fits in well...👉 Drive for Results: Sets high standards for quality of work; monitors and maintains quality of work; works in a methodical and orderly way; consistently achieves project goals; focuses on the needs and satisfaction of internal and external stakeholders; accepts and tackles demanding goals with enthusiasm...👉 Child Protection: Perform the highest standard to ensure child safeguarding in according with our Child Protection Policy.

STARTING DATE: As soon as possible

HOW TO APPLY: The interested candidates who meet the qualifications are invited to send their CV together with a cover letter to the following address: hr.vietnam@action-education.org with the subject title **[AEA (AE)-F&A Intern] Candidate Name**.

Application Deadline: 28th October 2022 (The recruitment process may end sooner if we find the suitable candidates).

Note: This position is for Vietnamese nationals only. Only shortlisted candidates will be contacted for further information and discussion.