



TERMS OF REFERENCE

Position title:	Finance Intern
Reports to:	WWF Vietnam Accounting Officer
Contract Duration	1 year
Location:	Hanoi, Vietnam

I. **Organization back ground**

WWF was one of the first International non-government organizations working in Vietnam. In 1985, WWF began working on a national conservation strategy and since then has worked closely with the Vietnamese Government on a diverse range of environment issues and implemented field activities across the country. Find out more at <http://vietnam.panda.org/>. WWF recognizes that its employees are its most important asset. A competent workforce, thoroughly trained, properly motivated, and bound together by mutual trust and common objectives is crucial to the success of WWF

II. **Mission of the Department:**

To ensure the effective management and control of the organization and Greater Mekong (GM Hub) finances through the identification and management of financial and operational risk and through timely and accurate financial planning, budgeting, accounting and reporting, including compliance with Swiss GAAP requirements.

III. **Major Functions:**

Provide support for Finance Unit on following task:

- Maintain filing system, keep it updated
- Support on document scanning for documentation purpose
- Support on document requirement from Audit
- Provide support in financial and administrative work;
- Stamping all Hub and VN supporting document
- Other finance related work;

IV. **Supervisory Responsibilities: N/A**

V. **Working Relationships:**

1. **Internal**

Other finance staff in Hanoi Finance Department, relevant staff of WWF Vietnam.

2. **External**

N/A

VI. **Minimum Qualifications and requirements:**

1. **Education qualification**

University degree in Finance and accounting or business management

2. **Knowledge**



Understanding of Local accounting & Finance system is preferable

Fluency in written and spoken English & Native language

Proficiency in Ms. Office, especially excel, word & functional software

3. Experience

- Working experience in similar role for international organizations is preferable
- Experience of working in a multi-cultural environment & under pressure of deadline.

4. Personalities

- Attention to details
- Flexible & Dynamic
- Outgoing & Friendly
- Identifies and aligns with the core values of the WWF organization: Courage, Collaboration, Respect & Integrity;
- Demonstrates WWF behaviors in ways of working: strive for impact, listen deeply, collaborate openly and innovate fearlessly,
- Adheres to WWF's values, which are Knowledgeable, Optimistic, Determined and Engaging.