

**JOB VACANCY ANNOUNCEMENT**

**Position: Finance Intern**

**Location: Hanoi, Vietnam**

**Background**: Rikolto is an international NGO with over 50 years of experience partnering with farmer organisations and food chain actors in Africa, Asia, Europe and Latin America. Rikolto runs programmes in 18 countries worldwide through 5 regional offices.

Rikolto envisions a world with a sustainable income for farmers and nutritious, affordable food for everyone. We reach our goals by building bridges between smallholder farmer organisations, companies, authorities and other actors across rural and urban areas. Together, we create innovative ways of accessing, distributing and producing nutritious, quality food, so no one is left behind.

Rikolto in Southeast Asia (SEA) operates in Vietnam, with an office based in Hanoi. We are currently seeking a **Finance Intern** to join our team.

**Job Overview:** Under the direct supervision of the Finance Officer, the Finance Intern supports the Operations Team by reviewing financial documents from both Rikolto and its partners, and maintaining an accurate and compliant financial filing system.

This position offers a valuable opportunity to gain hands-on experience in finance and administration within an international development context.

**Job type**: Full-time

**Expected starting date**: As soon as possible

**Benefits:** Working allowance and social/health insurance in line with Vietnam’s labor laws

**Requirements:**

* Current student or recent graduate (preferably in Finance, Accounting, Business Administration, or a related field).
* No prior experience required
* Careful, detail-oriented, and responsible
* Proficient in Microsoft Word and Excel
* Well-organized and able to meet deadlines
* Strong communication and interpersonal skills
* Able to handle confidential financial information with discretion
* Open-minded, adaptable, and eager to learn
* Team player with a collaborative mindset
* Demonstrates integrity, accountability, and respect for others
* Proactive in problem-solving and task execution

For more details about the responsibilities, requirements of the role, and the Job Description, please refer to Rikolto in Vietnam’s website at: <https://southeastasia.rikolto.org/job-vacancies/finance-intern>

**How to apply**

Interested candidates are invited to submit a motivation letter and an up-to-date curriculum vitae (CV), using the subject line: ***“[Position You Are Applying For] – [Your Name]”*** to the following email address:

**Email**: vietnam@rikolto.org

The deadline for applications is **11 May 2025**.

Applications will be reviewed on a rolling basis, so early submission is strongly encouraged.

***We would like to thank all applicants for their interest, but only shortlisted candidates will be contacted for an interview*.**