

## Job Description - Internship

### A) Definition of tasks

**Job title: Internship - Finance Officer PIASVC**

#### 1. Organisational integration

Organizational unit	IP
Wage scale	
Location	Vientiane, Laos

#### 2. Reporting (title only)

Reporting to	PIASVC Finance Management Consultant
Direct reports	n/a
Act as deputy for	n/a
Will be deputized by	n/a

#### 3. Overall targets (numbered A, B, C, D)

A	Support sound financial operations of the PIASVC subgrants scheme
B.	Compliance with WB, SDC and Helvetas' financial policies and regulations is verified and confirmed.
C.	Contribute to efficient and effective filing and recording system of the subgrants documentation.
D.	Adhere to Helvetas values and principles and their application in daily operations

#### 4. Main tasks

Derived from the overall targets under pt. 3

Goal A
<ul style="list-style-type: none"> <li>Support the team with the subgrants budget planning in coordination with the Subgrant Coordinator and finance team</li> <li>Support the team with verification of budget/disbursement requests</li> <li>Support subgrants expenditures recording for accounting purposes in HELNETAS accounting software "BANANA"</li> </ul>
Goal B.
<ul style="list-style-type: none"> <li>Support thorough reviews of subgrantees financial reports and reconciliations in accordance with budgets.</li> <li>Liaise with PIASVC subgrantees and provide necessary support to ensure completeness, correctness and accuracy of financial reports.</li> </ul>

<ul style="list-style-type: none"> <li>• Support ensuring all financial documentation and procedures in and related to the subgrants of PIASVC project are correct and according to Helvetas and donor's regulations.</li> </ul>
Goal C
<ul style="list-style-type: none"> <li>• Prepare files and keep records and documentation</li> <li>• Maintain proper filing system for PIASVC and Sub-grants financial documents both hard copies and electronic files.</li> </ul>
Goal D
<ul style="list-style-type: none"> <li>• Adhere to professional behavior standards in working with teams and partners.</li> <li>• Adhere to and promote HELVETAS Laos principles and values among team, with partners.</li> <li>• Demonstrate commitment and reliability in attitude and approach.</li> <li>• Cooperate pro-actively and initiate opportunities to support and strengthen team dynamic.</li> <li>• Demonstrate openness and be clear in communication.</li> <li>• Collaborate well with other team members and HELVETAS staff.</li> <li>• Perform other duties as required by the Project Manager.</li> </ul>

## B) Competency profile

### 1. Basic education

Mandatory

- Pursuing or completed an undergraduate degree in finance or Accounting or other relevant fields such as Economics, Business Administration

Optional

- Pursuing a Postgraduate education in finance or accounting

### 2. Specific skills

Mandatory

- Knowledge of the basic principles and practices of accounting and financial analysis

### 3. Social and personal competencies

- Well organised and attentive to details
- Strong interpersonal skills and good information-sharing/Communication skills
- Strong problem-solving skills
- Outstanding social, team building and communication skills

### 4. Languages

Mandatory

- Lao and English (intermediate)

### 5. IT skills

Mandatory

- Excel, word

Optional

- SharePoint and accounting software

**Signatures:**

Position holder:  
date:

Signature:

Supervisor:  
date:

Signature:

Country Director Laos:  
date:

Signature: