



JOB Description

Job Title	Finance- Intern (6 Months)
Location	Juba, South Sudan
Reporting to	Finance Officer, Juba
Key Relationship	Finance Manager, Finance Coordinator, Project Coordinators.
Hours	37.5 hours
Application Opening Date	12th December 2017
Application closing date	11th January 2018
Compensation	Stipend as per Saferworld Internship Policy

Background

Saferworld is an independent non-governmental organization that works to prevent and reduce violent conflict. We believe that everyone should be able to lead peaceful and rewarding lives free from insecurity and violence.

Saferworld has been working in Africa since 1997, with a primary focus upon East Africa and the Horn region. We have well-established programmes in Kenya, Uganda, Somalia and Sudan. In addition, Saferworld supports regional and international conflict prevention and security processes. Saferworld headquarters are in London, with a regional office in Nairobi, and country offices in Kampala and Juba. The South Sudan Programme is managed from Saferworld's office in Juba. Saferworld South Sudan programme is currently operating in the Seven States (WBG, Warrap, NBG, Lakes State, WES, CES and EES)

Position Purpose: Provide Administrative support department

Roles and responsibilities

- Receive and examine payment requests supporting documents
- Processing all payment requests submitted from suppliers and staff
- Recording and updating financial books of accounts with payments
- Filing all financial documents
- Assist in the production of monthly financial reports
- Review with the Finance Officer and process necessary journal vouchers in QuickBooks with all supporting documentation.
- Assist in managing and reconciling bank/cash and other balance sheet accounts.

- Assist in maintaining accurate and up-to-date financial records and provide information when required.
- Ensure financial and resource accountability and effective management of records as required for auditing.
- To help in the preparation of any interim and annual audit
- Ensure adherence to the Saferworld finance and administration guidelines and South Sudan Government tax and accounting regulations.
- Ensure proper documentation for all financial transactions.
- Any other duties specified by (Line Manager) that are appropriate to undertake

Person Specification:

- At least three years of study completed OR recent graduate holding a BSc/BBA in Accounting, Finance, Business or other related fields preferred.
- -Good computer literacy in MS Office skills in the use of email, internet, Word and Excel
- Good attention to detail and a methodical approach to work; ability to work under tight deadlines.
- Able to accurately undertake basic administrative tasks like document and information collation, filing, creating word documents, simple spreadsheets.
- Good interpersonal and team working skills, within a multicultural setting
- Initiative, enthusiasm and a problem-solving approach to new challenges.
- Commitment to humanitarian work.
- Ability to communicate clearly and effectively with colleagues in order to undertake tasks.
- Good spoken and written English and fluent spoken Arabic.

TERMS AND CONDITIONS

- **Hours: 37.5 hours per week with additional hours likely to be required**
- **Compensation: Stipend as per Saferworld Internship pay**

NB:

- **This is an internship position with no guarantee of renewal**
- **Female candidates are strongly encouraged to apply**

APPLICATION PROCESS

To apply: Please fill an **Application Form** and e-mail to recruitment@saferworld.org.uk using ref: Finance-Intern_Juba