

# world relief



## Advertisement for Finance Intern

World Relief is a Christian organization operating in South Sudan since 1998, providing humanitarian assistance. In the former Greater Upper Nile region, World Relief is responding to the recent conflict and displacement with emergency health, nutrition, food security and education programs. In the former Western Equatoria State, World Relief is empowering local churches.

World Relief is looking for suitable candidate as intern to support the Finance team. The purpose of this internship is to support the Finance team in proper filling of finance documents, stamping payment documents, making copies collecting bank advices, cash books, data entry and acquire finance experience in the process.

**Position: Finance Intern**

**Reports to: Country Accountant**

**Department: Finance Department**

**Duty station: World Relief Juba Office**

**Duration: Three (3) months.**

### Key Responsibilities:

- Collecting Advises from bank for each transfer from Home Office or any other source.
- Assist in transferring cash for field offices and collecting the advice on the spot.
- Update cash books with transactions in USD and SSP accordingly.
- Keep filing systems in a way documents could be readily available and easily traced.
- Filling all financial documents according to their categories for Juba & Field offices.
- Make sure that all finance documents are stamped with World Relief Paid OR Received stamp.
- Give attention to detailed accuracy and neatness in documentation.
- Photocopying and scanning all financial documents as needed.
- Labeling of financial documents correctly.
- Put paid stamp on payment vouchers
- Preparing check payment vouchers.
- Retrieve documents for Auditors.
- Prepare Payment request as needed
- Any other duty as may be assigned by the supervisor

### Qualifications/Skills and Abilities:

- Diploma in Accounting, Business Administration, Commerce or Finance with a recognized professional certificate in accounting such as CPA
- Good written and verbal skills in the English language.
- Good communication skills that function across a diversity of cultures.
- Good at role of facilitator and team player in solving problems.

Interested applicants should submit **non-returnable** applications (covering letters, updated CVs and photocopies of their certificates) to the following addresses: [SAyang@wr.org](mailto:SAyang@wr.org) and [WRSSRecruitment@wr.org](mailto:WRSSRecruitment@wr.org) Applicants can also submit their applications to the **World Relief in Juba**, in Hai Cinema, opposite Ministry of Water Resources & Irrigation, along Addis Ababa Street. Any applications received after the closing day of 10<sup>th</sup> October 2017 will not be considered. Only Shortlisted candidates will be contacted.

