



ACTED



JOB ANNOUNCEMENT

Finance/Flat Intern

Department: Finance

Position: Finance /Flat Intern

Location: Juba

Duration: 3 months Training

Date of Advert: 06/May/2016

Date of Closure: 26th/May/2016

CHAIN OF COMMAND

Hierarchical: Finance Officer

WORKING RELATIONS

Internal: All ACTED Departments in Capital level and Area , Base Level

External: Bank

Organization Description:

ACTED is an international NGO founded in 1993 and headquartered in Paris. ACTED implement humanitarian programs through its offices in more than 32 countries worldwide, in Africa, Asia, Europe, Latin America and the Middle East. In South Sudan, ACTED maintains ten (10) offices including the country office based in Juba. ACTED is currently implementing an emergency response program in Bor County, Jonglei State.

Responsibilities:

Under the supervision of the Capital finance officer/Flat, the finance Intern carries out the following duties:

Filling and documentation task related:

- Filling electronically and in hard copies all the document related to finance department in Juba
- Organization of folder related to the Finance/Flat department
- Scanning and photocopying of finance/flat documents.
- Supporting the cashier, in voucher preparation and make payment when needed.
- Ensure all advances in-with the month are closed in time.
- Any other duties assign.

Capacity building and process follow up:

- Following the ACTED procedures, the Finance/Flat- intern will have to address a report on his understanding of them
- He/she will have to support the operation of the Finance/Flat department following ACTED procedures
- He/she could be involved in basic task under Admin and HR department requirement
- He/she will attend all the training supported by the Finance/Flat staff concerning ACTED procedures.
- He/she will be briefed to all the departments.





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Qualifications:

- **University Diploma in Finance, Accountancy, Business Studies or Business Administration.**
- Proficiency in Office computer packages (word, excel)
- Good knowledge of all South Sudan Bank locations.
- Good communication skills
- Ready to learn

Applications

Applications should be submitted **in English**, and should include:

- detailed CV
- cover letter
- photocopy of all university degrees
- photocopy of national ID card,
- photocopies of work certificates related to past jobs
- All applications should be submitted to the ACTED Country Office in Juba (**Hai Malakal**, in hard copy or Email to juba.hrofficer@acted.org, juba.adminassist2@acted.org, juba.finance@acted.org latest by 26th/May/2016 **Time:5:30PM**
- Shortlisted candidates will be contacted by ACTED Human Resources Department within two weeks of the application deadline.
- **Application materials are not returnable**, therefore applicants are strongly recommended not to submit original documents.

Note: This position is open to South Sudan Nationals & Women are encouraged to apply

