



## REPRODUCTIVE HEALTH ASSOCIATION OF South Sudan

POSITION TITLE: Finance Intern  
LOCATION: Juba, South Sudan  
REPORT TO: Project Finance Manager  
DURATION: 3 Months  
CLOSING DATE: 24<sup>th</sup> April, 2020

50-A-3  
Approved  
03 APR 2020  
S. Inspector  
3/4/2020

### OVERVIEW

Reproductive Health Association of South Sudan (RHASS) is a not-for-profit organization registered under the laws of South Sudan in 2011 to provide high quality, integrated Reproductive health services. It has so far demonstrated its solid commitment and support to the national effort to improve the sexual and reproductive health rights situation in South Sudan with focus on the poorest and underserved segments of the population.

RHASS, with the technical support of its global partner, International Planned Parenthood Federation (IPPF) has attracted financial support from the Government of UK to implement the project entitled "Women Integrated & Sexual Health (WISH): Improving Sexual and Reproductive Health in South Sudan". This project is designed to be implemented in the two states of Central Equatorial, Western Bar El Gazhal and their surroundings.

The finance intern will play a crucial role in handling the day to day activities of the accounting and finance department, book keeping, preparing vouchers, maintain filing system etc.

### Key Responsibilities of a Finance Intern

- To process and oversee the work of financial transactions, accounts payable, accounts receivables, vouchers, etc., by thoroughly checking and correcting the accounting and other relevant financial records
- To provide support in preparing the financial reports in the accounting and finance system as per the instructions received from the Finance Manager
- To maintain, update, and retrieve the financial information from the financial database, files and system



- To assist in the preparation of receipts and vouchers and their relevant formats, so that the financial details can be entered correctly in the accounting system
- Maintains and update the accounting spreadsheets, journal logs to ensure that it is compliant with organizations rules and regulations, and any other relevant legislation.
- Check and scrutinize invoices for accuracy.
- Check goods and order to be sure they have been received.
- Organize travel and accommodation for the organization's visitors and staff.
- In agreement with the line manager, establish and maintain filing systems as appropriate.
- Perform general clerical cum administration support including mail-outs, photocopying, filing and equipment supplies.
- Any other duties that may be assigned by supervisor

#### Requirements – Knowledge, Skills, and Abilities for the Finance Intern

- Detailed and organized approach.
- Professional telephone manner.
- Ability to use e-mail communication.
- Proficient in MS Office and Excel.
- Self-motivated, proactive and innovative style.

#### Educational requirements

A diploma or a bachelor's degree in Business Administration or any business-related course from an accredited university supported by knowledge in book keeping, accounting, or finance would be sufficient to be eligible for the post of a finance intern. Should have good math and computation skills to be able to make the calculations with good speed and accuracy.

#### How to apply

Interested candidates should submit their CVs and cover letters by email to:  
[rhassippf186@gmail.com](mailto:rhassippf186@gmail.com)

Or by hand to RHASS offices located at Star Village building, opposite St. Thomas ECS Church along Gudele road

#### Note:

- Applications once received are not returnable
- Only short-listed candidates will be contacted for interviews
- This vacancy is open to South Sudanese only

