



FINANCE INTERN

(1 POST)

NUMBER: CINA/HR/0803/22/SC.5.A
Location : Juba
Application Deadline : 5th April 2022
Type of Contract : Service Contract
Post Level : SC-5A
Reporting to : Finance and admin Manager
Starting Date : Immediately
Duration of Contract : 3 months.

Background

Community in Need Aid (CINA) is a national NGO working in South Sudan, based in Juba and mandated to save lives, protect dignity and develop resilience of children and families from effects of conflicts and disasters. CINA has been working in Jonglei, Central Equatoria, Eastern Equatoria and Lakes States since 2011 to date. To effectively achieve the programme objectives, CINA is therefore, seeking to recruit a qualified candidate to fill the position of Finance intern to be based in Juba Office.

The Role

The Finance intern supports the Finance department in maintaining and delivering accurate and timely financial information, following internal controls and processes to help the finance team meet reporting deadlines, provides transactional support to the Accounts Receivable and Accounts Payable functions and he/she shall be responsible for processing payments and managing invoices.

Primary Responsibilities



- The finance intern will be engaged in preparing the Weekly cash count, monthly financial budget versus actual as well as Quarterly Financial Report at the time of requesting the advance of funds on the basis of a corresponding work plan and budget (at field level)
- The intern will monitor payment requests in Juba office and obtain necessary clearances and ensure payments are effected promptly.
- The intern ensures posting/keep track of account receivable & Payable into QuickBooks.
- The finance intern shall be responsible for filing, scanning, and photocopy of financial supporting documents.
- Maintain financial policies throughout the organization
- The intern shall be responsible for taking financial report to donor's offices.
- Responsible for remittance of taxes to the bank and filling with National Revenue Authority (NRA).
- Manage funds in conformity with the financial procedures of CINA at Juba level.
- The intern shall assist in preparing detailed cost estimates and lead reconciliation, budget analysis and projections as required.
- The Finance Intern Shall Liaise with the accountant in preparation of reports
- Assist in making timely disbursement requests for funds so as to ensure that funds are advanced by CINA's donors in a timely fashion.
- Assist with the preparation of monthly financial reports.
- Perform any other duty as assigned by the line manager.

Persons specification

- A degree/diploma from a recognised university in Business Administration, finance or accounting.
- Knowledge of quick books is an added advantage.
- Familiarity with MS word and MS excel.
- Fluency in English.
- Strong analytical skills in financial planning, analysis and reporting.
- Expert knowledge of risk management, audit and financial due diligences processes
- Ability to manage multiple tasks and priorities with excellent organizational and independent working skills.
- Excellent interpersonal and problem-solving skills.
- Ability to deliver reports with high quality standards and tight deadlines and with strong attention to details.
- Ability to work as a team player in a cross-functional setting and challenging environment.
- **How to Apply:**



- Please send your application and CV with accompanying documents of credentials to the Human Resources and Admin Officer at CINA South Sudan Head Office in Juba, Atlabara 21st Street South of Juba University, Juba South Sudan or electronically to kinyaa@cina-southsudan.org, anyanzo.cina@gmail.com and cc: hannah@cina-southsudan.org by **April 5th, 2022 latest at 5:00 pm.**
- **Important:** CINA is committed to safeguarding and promoting the welfare of children and the vulnerable groups and expects all staff and volunteers to share this commitment. Successful applicants will be subject to enhanced past crime record checks, qualifications and experience checks and satisfactory references and will have to sign CINA's Safeguarding Policies including Child Protection Policy, PSEA Policy and Code of Conduct as they take their job offers.
- **Given the urgency of filling this position, selection will be conducted as applications are received and will be concluded by or before the deadline**
- Female candidates are strongly encouraged to apply.

