



ACTED

FOI 173
Approved by
Inspector

TERMS OF REFERENCE



Finance Intern

Position: **Finance Intern**

Location: **Juba**

Duration: **4 months**

Positions: **1**

Issuing Date; **26/10/2020**

Closing Date; **09/11/2020**

1. Background ACTED

ACTED is a French humanitarian NGO, founded in 1993, which supports vulnerable populations, affected by humanitarian crises worldwide. ACTED provides continued support to vulnerable communities by ensuring the sustainability of post-crisis interventions and engaging long-term challenges facing our target populations, in order to break the poverty cycle, foster development and reduce vulnerability to disasters. Our interventions seek to cover the multiple aspects of humanitarian and development crises through a multidisciplinary approach which is both global and local, and adapted to each context. Our 3,300 staff are committed in responding to emergencies worldwide, to supporting recovery and rehabilitation, towards sustainable development.

JOB PURPOSE

The function of the cashier will be to receive, record, manage petty cash and disburse money related to project activities.

CHAIN OF COMMAND

Under the authority of:

- Country Finance Manager

Line Management:

- Assistant Finance Manager

WORKING RELATIONS

Internal:

- Logistic Department
- T& C Department
- Human Resource Department
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External:

- Suppliers

OBJECTIVES

- Respect and follow-up the ACTED's financial procedures;
- Dealing with transfers and exchanges of money;
- Petty cash management
- Cash-flow follow-up (PRATIC)

Duites /responsabilités

II. General Responsibilities:

The Cashier is accountable for his safe.

Key Responsibilities:

Daily Basis:

- Every day: ensure of having daily exchange rates of currency;
- Voucher & Cashbook: filling of voucher(s) & registration of voucher in cashbook;
- Payment: make payments for all items and services which have been approved by the finance/coordination.
- Safe & Cashbook checking: at the end of each day, the cashbook and the safe should be checked and the balance should correspond;
- Money Exchange Dealing: whenever needed, change money for the cashbooks and register it in cashbook;
- Money Transfer Dealing: registration and exchange of voucher reference between Country Office and area;
- Update of CFU

Monthly Basis :

- At the end of each month: the balance in the cashbook and in the safe should be checked and the cash checking statement should be established and signed by the cashier and his area coordinator;
- Vouchers: quality of vouchers should be checked by the Cashier at the end of each months



- Cashbook & SAGA: cashbook and SAGA should be checked before closing the accounting month;
- Advances: ensure the clearance of all advances for the staff, before paying the salary;
- Ensure all expenses are allocated, with the right accounting codes.
- Collect bank statements from all the banks of operation, by the 1st of each month.
- Filling of physical cash books for all the bazac. (books)

Person Specification

- Ability to communicate effectively with a wide range of audiences in a friendly & polite manner
- Able to work within a team environment as well as an individual
- Committed to providing high quality services
- Capable of undertaking multi-tasking
- Capable of prioritising tasks
- Working within a busy environment.
- Good communication skills (written & verbal).
- Ability to accurately record booking information.
- Operation of computerised booking system
- A flexible approach to work.

KEY PERFORMANCE INDICATORS

- Strictness/precision in cash management
- Quality and pro-activity regarding FLAT controls
- Systematization of the control points follow up.
- CFUs updates
- Advance follow up
- Precision in Accountancy
- Meeting date line



Application Submission

To apply, please hand in a CV and cover letter detailing how your experience and skills match this position description to ACTED Office in Hai cinema behind concert Hotel submissions must be delivered not later than **9 of november 2020 at 5 ;00PM** on This date or send by email to juba.hr-adminassist2@acted.org; sitima.duku@acted.org.

Please ensure that you **apply using copies of your documents**, include an up to date telephone number plus the position details on your envelope.
Applications will not be return and shortlisted candidates will be notified.

