OXFAM SOUTH SUDAN

**JOB DESCRIPTION**

**Finance Intern**

Reporting to **Finance Assistant**

Internal Job Grade **Internship Allowances for skilled staff.**

Contract type **Internship- 03 Months**

Location **Juba South Sudan**

Staff reporting to this post **None**

Budget responsibility: **Nil**

**Oxfam purpose**

To work with others to find lasting solutions to poverty and suffering.

**Job Purpose**

Temporary opening to work closely with the Finance Officer to ensure all payment vouchers are filed and stamped Paid

**Role Context**

Oxfam has been working in South Sudan since 1983, devoted to empowering people against poverty. In 2015, the organisation consolidated its efforts to meet the needs of the most vulnerable and has reached over 1.2 million people across South Sudan with life-saving sustainable assistance

**Key Responsibilities**

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| * + Support the finance unit in managing archive by maintaining and keeping finance files in order
	+ Ensure all the relevant documents are filed correctly and timely.
	+ Clear backlog for documents that require proper filing by designing proper filing system in consultation with Finance team.
	+ Verify all financial documents at Juba level with ‘PAID’ stamp.
	+ Receive financial documents from field, review for completeness and file properly.
	+ Support the finance unit by arranging financial documents when required for audit
	+ Scanning monthly financial documents and uploading to the box.
	+ Work closely with Finance Assistant and covering the role and assist in cash payments
	+ Learning finance functions in support of other finance team members
	+ Any other duty as may be assigned by Roving Finance Manager
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