

ADVERT- FINANCE INTERN

Concern South Sudan is an international humanitarian NGO working in South Sudan since 1998. It is dedicated to the reduction of suffering and working towards the ultimate elimination of extreme poverty in the world's poorest countries through the provision of Health & Nutrition, Shelter, WASH and Livelihood activities in the three States of South Sudan.

Concern South Sudan is seeking for an intern who graduated recently from university to be attached in our Finance department.

Purpose

The finance intern will be responsible for maintaining the Juba office archives. We have a regulatory requirement to maintain key documentation for 7 years and these documents are held in the archive. The interns will maintain all documents in the archive in a logical and coherent manner for easy retrieval. In addition, the interns will retrieve documents, as needed, to support audits. On monthly basis the interns will review historic records to determine which can be destroyed and will ensure that these are properly destroyed.

Main Responsibilities:

Archiving:

- Sort, classify, index and maintain a proper filing system for all Archive records
- Mark and label all Archive records
- Maintain a master file index of all documentation held in the Archive
- Box-up older archive records and move past year records from the office to the Archives
- Annually review historic records to identify which can be destroyed and have these destroyed in compliance with Concern procedures
- Carry out periodic reviews of existing records and identify any deficient and/or missing paperwork. With the support of the relevant staff update the records for this paperwork. Clearly mark all verified records to ensure that these are excluded from future reviews.
- Ensure that the Archive is cleaned on a regular basis and report any possible structural issues so that they can be rectified before they develop into leaks etc.
- Receive and file field payments back up sent from the field.

Reviews and Audits:

- Promptly and accurately retrieve archived records for any review or audit (internal, external or donor), as required.
- Return the documentation to the correct files at the end of the review/audit.
- Scan any documentation which needs to be made available to Dublin or other non-Juba location.
- Scan donor reports supporting documents

Others:

- Be aware of, understand and comply with all of Concern's policies and procedures (P4, finance, logistics, HR, security management etc.).
- Contribute to ongoing security management and planning as necessary.
- Actively participate in any emergency response if called upon to do so (within the existing Programme area or in a new one).
- Undertake other related duties as may reasonably be assigned by the line manager.

Person's Specifications

- Fresh graduate in Finance/Business or related discipline
- Graduated between 2023 and 2026
- No previous formal work experience except as intern or volunteer
- Proficient in the use of MS Office, especially Word and Excel
- Good communication skills and fully fluent in English
- Ability to maintain confidentiality and discretion
- Good attention to details and demonstrated ability to deliver on work objectives to a high quality and on a timely basis
- Strong organisation and planning skills
- Ability to work both independently and in a team
- Observed as trustworthy, honest and reliable
- Identifies personal objectives and works hard to achieve them
- Ready to accept changes as new situation arise

Safeguarding at Concern: Code of Conduct and its Associated Policies

Concern has an organisational Code of Conduct (CCoC) with three Associated Policies; the Programme Participant Protection Policy (P4), the Child Safeguarding Policy and the Anti-Trafficking in Persons Policy, Anti-Fraud policy, conflict of interest and whistle blowing policy. These have been developed to ensure the maximum protection of programme participants from exploitation, and to clarify the responsibilities of Concern staff, consultants, visitors to the programme and partner organisation, and the standards of behaviour expected of them. In this context, staff have a responsibility to the organisation to strive for, and maintain, the highest standards in the day-to-day conduct in their workplace in accordance with Concern's core values and mission. Any candidate offered a job with Concern Worldwide will be expected to sign the Concern Staff Code of Conduct and Associated Policies as an appendix to their contract of employment. By signing the Concern Code of Conduct, candidates acknowledge that they have understood the content of both the Concern Code of Conduct and the Associated Policies and agree to conduct themselves in accordance with the provisions of these policies. Additionally, Concern is committed to the safeguarding and protection of vulnerable adults and children in our work. We will do everything possible to ensure that only those who are suitable to work or volunteer with vulnerable adults and children are recruited by us for such roles.



Subsequently, working or volunteering with Concern is subject to a range of vetting checks, including criminal background checking.

HOW TO APPLY:

1. Fresh graduates who meet the requirements should submit their letter of interest. CV a copy of national ID and copies of academic certificates in a sealed envelope address Concern Worldwide HR department located at Goshen House, Gate 2 on second or email it to vacancies.juba@concern.net. Note that applications receiving window is from Tuesday 07th July to Friday 9th July 2026.
2. Must be a south Sudanese national

CONCERN WORLDWIDE IS AN EQUAL OPPORTUNITY EMPLOYER AND DOES NOT CHARGE FOR ANY KIND OF RECRUITMENT.

WOMEN ARE STRONGLY ENCOURAGED TO APPLY TO OUR ORGANIZATION. WE CELEBRATE DIVERSITY.



