

# Job Description



<b>Job Title:</b>	<b>Finance intern</b>		
<b>Cluster:</b>	Operations		
<b>Salary:</b>	USD 1200 pm stipend	<b>Contract Type:</b>	6 Months Fixed Term
<b>Location:</b>	South Africa, United Kingdom or United States (must have the right to work in these locations)		
<b>Reports to:</b>	TBA		
<b>Direct Reports:</b>	n/a		
Job Role			
<b>Role Overview:</b>	<p>We are looking for a dynamic and efficient individual who will play a key role in ensuring the maintenance and integrity of accounting ledgers with a heavy focus on Accounts Payable and payments processes. to provide scheduling and administrative support to the Operations coordinator. This internship is for six months providing the incumbent the opportunity to see how the accounting function of an International NGO operates.</p> <p>The finance intern will work with the rest of the finance team managing the day-to-day operations of the department in accordance with CIVICUS' policies and procedures</p> <p>The role would suit a young individual at the beginning of their career, with strong digital/computer skills. The person will have a strong commitment to civil society and human rights, and understand the value of providing support in an office environment.</p>		
Areas of Responsibilities	Key Activities		
Finance Support	<ul style="list-style-type: none"> <li>• Assist in the receipt and review and processing of invoices, expense claims and other request for payments</li> <li>• Assist in ensuring that timely and accurate payments are made</li> <li>• Assist in ensuring the accuracy and completeness of payments in compliance with CIVICUS and donor policies and procedures</li> <li>• Assist in ensuring payment supporting documents are accurate and complete</li> <li>• Assisting in reviewing payments and ensure that they are properly coded and can be tracked to relevant nominal and donor codes</li> <li>• Assist in updating of fixed asset register as necessary</li> <li>• Support the systematic filing of accounting documents on a regular basis</li> <li>• Participate in month end and year end activities</li> <li>• Performing ad hoc duties as may be required and asked for by Management, within the legal parameters, from time to time.</li> </ul>		
Person Specification			
<b>Education, Language &amp; Qualifications</b>	<ul style="list-style-type: none"> <li>• Diploma in finance or accounting</li> <li>• Part qualified accountant (Desirable)</li> <li>• Excellent Microsoft excel skills</li> <li>• Experience of using computerised accounting package (desirable)</li> <li>• Attention to detail</li> </ul>		

# Job Description



	<ul style="list-style-type: none"><li>• Excellent written and spoken English.</li></ul>
<b>Essential Knowledge, skills and Experience</b>	<ul style="list-style-type: none"><li>• Computer literacy: MS Office applications and the internet</li><li>• Good people skills;</li><li>• Excellent written and verbal communication skills.</li></ul>
<b>Desirable Knowledge, skills and Experience</b>	<ul style="list-style-type: none"><li>• Deadline driven;</li><li>• Efficiency and organisational ability;</li><li>• Ability to manage multiple projects simultaneously;</li><li>• Exceptionally high level of attention to detail;</li><li>• General computer proficiency;</li><li>• High level of confidentiality.</li></ul>