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| **ROLE TITLE:** Finance Intern  |
| **TEAM/PROGRAMME:** Finance Team | **LOCATION:** Country Office, Kigali |
| **GRADE**: N/A | **POST TYPE:** Intern |
| **CHILD SAFEGUARDING:**Level 1 - the responsibilities of the post do not require you to have one to one contact with children or young people. |
| **ROLE PURPOSE:** * To learn from on-job training how finance resources are practically managed.
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| **SCOPE OF ROLE:** **Reports to:** Finance Coordinator**Staff directly reporting to this post: N/A** |
| **KEY AREAS OF ACCOUNTABILITY:****Key Learning Objectives**1. Documentation of records and understand the importance of a standard filling system for the organization.
2. Practise the payment process in Save the children.
3. Learn how to use the Glacos system.
4. Learn the accounting system used by Save the Children International
5. Practise how Reconciliation is done, both bank and Petty cash
6. Practise the payment review for accuracy and proper coding
7. Practise the writing of cheques/transfer
8. Practice how to assign “paid stamp” to payments
9. Practise records keeping
10. Scan and file financial documents on SCI electronic filing system
11. Practice reconciliation of balance sheet accounts

**Performance Indicators*** The incumbent will be able to arrange and do a standardized filing
* The incumbent will be able to interprete the payment process
* The incumbent will be able to fill in the Glacos for various transactions
* The incumbent will have clear understanding of the accounting system
* The incumbent will be able to do cash/bank reconciliation independently
* The incumbent will be able to review vouchers for accuracy and proper coding
* The incumbent will be able to write cheques/transfers correctly
* The incumbent will be able to assign paid stamp to all payment back up sheets
* The incumbent will be able to file vouchers independently
* The incumbent will be able to reconcile balance sheet accounts on monthly basis

**Responsibility for resources:*** Ensure that financial information is kept with confidentiality and should not be exposed to external people.
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| **SKILLS AND BEHAVIOURS (our Values in Practice)****Accountability:*** Holds self-accountable for assets available for her /his use
* Holds self-accountable for any financial document in his/her possession

**Ambition:*** Sets ambitious and challenging goals for themselves and take responsibility for their own personal development
* Future orientated, thinks strategically and on a global scale

**Collaboration:*** Approachable, good listener, easy to talk to; builds and maintains effective relationships with colleagues, managers, members and external partners and supporters
* Values diversity and different people’s perspectives, able to work cross-culturally.

**Creativity:*** Develops and encourages new and innovative solutions
* Willing to take disciplined risks

**Integrity:*** Honest, encourages openness and transparency
* Commitment to Save the Children values
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| **QUALIFICATIONS AND EXPERIENCE*** Bachelor degree in accountancy/finance/management or Equivalent.
* 1 years work experience, preferably in an NGO set up

**SKILLS AND ABILITIES*** Highly developed relationship building and interpersonal skills
* Highly developed verbal and communication skills
* Strong analytical and financial modeling skills
* Ability to liaise with a diverse range of people, stakeholders and customers
* Strong time management and organizational skills
* Ability to work under pressure and to tight deadlines
* High levels of attention to detail and quality
* Computer literacy (including advanced excel skills)

**PERSONAL BEHAVIOURS AND ATTRIBUTES*** Commitment to Save the Children’s mission and values
* Initiative, flexibility and ability to work independently as well as in a team
* High levels of self-motivation and initiative
* Ownership and accountability of own work
* High levels of confidentially and integrity
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