



## Vacancy Announcement Finance & HR Intern

<b>Organization</b>	Adeso - African Development Solutions, <a href="http://www.adesoafrica.org">www.adesoafrica.org</a>
<b>Position Title</b>	Finance & HR Intern
<b>Reporting to</b>	Field Finance Officer
<b>Working with</b>	Finance & all Programme team.
<b>Program/Duty station</b>	Dhobley
<b>Duration</b>	10 Months
<b>Starting date</b>	Immediately

### ORGANIZATIONAL CONTEXT

Adeso, formerly known as Horn Relief, is an expanding and vibrant African based international development and humanitarian organization. At Adeso, we work with African communities who are yet to realize their full potential; working inside these communities to create environments in which Africans can thrive. Our belief that economic, social and environmental security is the bedrock of a healthy community drives the nature and intent of our programming. We work to prevent and overcome situations that adversely affect community well-being by: reinvigorating the economy, developing skills for life and work, providing humanitarian aid, and influencing policy.

For the past 20 years we have strengthened rural livelihoods through environmental awareness, training, technology transfer and innovative humanitarian projects in pursuit of a peaceful, self-reliant, and greener future.

Adeso is an exciting and dynamic organization experiencing managed rapid growth. It offers sound employment conditions with opportunities for personal growth and development.

### POSITION SUMMARY

The purpose of the position is to provide financial support to project Activities in lower juba while adhering to Adeso policies and procedures.

Based in Dhobley, the finance HR intern will be a full-time member of the Adeso team and will play a crucial role in assisting the management of the finances and HR affairs of the project.

### POSITION PURPOSE

1. Provide Financial support to all project at the field level
2. Process day to day payment for Dhobley office and Maintain Accounting document.
3. Will ensure compliance with financial policies.
4. Maintain effective filing system of project correspondences, reports and all other documents
5. Organize staff meetings, take minutes and circulate them for information sharing with all relevant parties



6. Render (administrative) services and support to the programs and other departments
7. Train staff on office rules and regulations, providing clarification where necessary
8. Communicate with other offices to provide updates on office, HR and management issues
9. Update and maintain office and organizational policies

### **SPECIFIC ROLES AND RESPONSIBILITIES**

- Provide accounting support to the projects and management at field level.
- Record accounting transaction at Dhobley office, making payments for the day to day running of the Office and posting to the appropriate ledgers.
- Maintain efficient, proper, and transparent filing of all financial documents (e.g., monthly payment of bills, contracts, rent and local salaries);
- Handle office petty cash and make cash request for petty Cash replenishment on time.
- Verification and Reconciliation of accounting documents i.e. Cash Relief vouchers
- Ensure that all financial records pertaining to Dhobley Project are properly completed and stored in a secure place.
- Any other duties as required

### **SKILLS AND QUALIFICATIONS**

- A university Diploma in Business Administration (accounting or finance) or Certification in Accounting (CPA,ACCA)
- Proficiency in computer applications such as MS Office and Accounting software packages
- Ability to work to tight deadlines and handle multiple concurrent activities
- Excellent in written and spoken English.
- Ability to work well in a team
- Ability to handle pressures and meet deadlines
- Willingness to learn
- Strong interpersonal skills and ability to establish and maintain effective working relations with a team.

### **APPLICATION PROCESS**

This is a challenging opportunity for a dedicated and highly motivated professional. If you would like to join this dynamic team, please submit your application to [jobs@adesoafrika.org](mailto:jobs@adesoafrika.org), quoting the position in the email subject matter, by 3<sup>rd</sup> January 2018.

Each application should be addressed to the Regional Human Resources Manager and include the following:

- An updated CV; and
- An application letter which should include remuneration requirements and contact information for three work-related referees.

Applications not including all of the above information will not be reviewed. Only short-listed candidates will be contacted. Adeso is an equal opportunity employer.