ORGANIZATIONAL CONTEXT

Adeso 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 30 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 this learning position is to provide financial support to project activities in Puntland while adhering to Adeso policies and procedures. Based in Garowe, the Finance Intern will be a full-time member of the Adeso team and will play a crucial role in assisting in addressing the status of internal controls and all compliance aspects in Adeso.

POSITION PURPOSE

The purpose of this role is to work alongside the Finance team and in close co-operation with the Operations Department to minimize financial risk for Adeso Finance.

SPECIFIC ROLES AND RESPONSIBILITIES

- Capturing financial data into the financial system by following the relevant Adeso and donor regulations.
- Preparing payment requisitions and relevant documents for payment processing.
• Maintaining payable schedules and records of all invoices received from vendors and service providers.
• Ensuring timely payments of monthly bills and utilities to vendors, suppliers and service providers.
• Maintaining an updated filing system and ensuring posting of all transactions.
• Maintain a monthly creditor aged analysis.
• Maintaining proper and the appropriate filing of the electronic and hard copies of the financial documents and reports.
• Preparing monthly reconciliations of balance sheet items with all necessary supporting documentation (invoice/vendor statements, bank statement and staff travel and other advances).
• Support in audits
• Carry out any other duties that may reasonably or exceptionally be required to ensure the smooth operation of the Finance Department and the Organization.

SKILLS AND QUALIFICATIONS
Essential:
• Bachelor’s degree in Accounting or Business Studies from a reputable university. Certification in Account (CPA, ACCA) also acceptable.
• Proficiency in computer applications such as MS Office and or Accounting Software Packages
• Good understanding of donor rules and regulations requirements.
• Proficient in spoken and written English

Desirable:
• Demonstrated ability to work a team setting.
• Initiative and independent judgement is required by the incumbent in determining what needs to be done and the best working methods.
• The incumbent should be versatile and flexible so as to quickly adapt to changing situations
• Flexible and willing to perform tasks outside of core duties

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@adesoafrica.org, quoting “Finance Intern” in the email subject matter, by 25th November, 2021.

Each application should be addressed to the Human Resources Department 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.