

## TERMS OF REFERENCE

**Division:** Finance Unit

**Duration:** 3 to 6 Months, starting as soon as possible

**Main Duties:** Under the overall supervision of the Acting Head Finance and Senior Finance Associate, the intern will be coached by the Finance staff to do the following main tasks:

1. Photo copy: Make photo copy of vouchers and bank transfers as requested.
2. File vouchers, bank transfers (BTs) and Dealings (DLs) as needed.
3. Assist in making Bank Reconciliation (help review and check Bank Statements, Electronic Bank Transfer (EFT)/ Bank Transfers (BT) numbers, and contact the bank to clarify incorrect debit/credit entries, if any, as requested
4. Perform other duties as instructed by the supervisor.

**Minimum Qualifications:**

Background in Finance, Accounting, Banking or related fields.

Good spoken and written English.

Computer skills in MS Excel, MS Word, Microsoft Outlook.

Disciplined, eager to learn new things and attention to details, yet able to keep up with tight deadlines as/ when needed.