



Job Description Finance Intern

Organization profile	<p>Welthungerhilfe was founded in 1962 and is a non-profit making, non-denominational, and politically independent organization.</p> <p>Welthungerhilfe has been in Liberia since 2003 implementing initiatives with a focus on Agriculture/ Inclusive Food Systems and Nutrition Security, Health System Strengthening and WASH.</p>
Duration	1 year
Location:	Monrovia
Objective of the Position:	The aims of the position are to assist in providing administrative day to day support to the country office.
Responsible to:	Finance Officer/ SPA Country Office
Duties and Responsibilities:	<p>Assist in ensuring adherence to Cash management policy, procurement regulations, signature policy and other policies published by the Country Office.</p> <ul style="list-style-type: none"> • Assist in verifying that cash payments are only made based on original receipt/invoice and complete supporting documents. • Assist in ensuring advances are settled within two days after transaction /end of trip and timely follow up outstanding advances. • Ensure that all invoices are cancelled by the "paid by..." stamp and that the accounting stamp is properly completed and signed. • Assist with post all cash transactions in FundsPro daily and with reconciling the cashbook. • Carry out daily, weekly, and monthly cash counts as per laid down procedure. • Assist with ensuring that all invoices received are entered in the invoice tracker (in LBR databases). • Update all payments done in the invoice tracker database. <ul style="list-style-type: none"> • Assist with audit preparation. <p>Any other reasonable related duties as requested by the Senior Project Administrator, or his/her representative</p>
Minimum Educational Qualification	Pursuing a Bachelor's degree in Business Administration, Accounting, Finance or other relevant discipline. Good computer skills are essential (MS office)
Language Skills	Excellent spoken and written English
Personal Skills	<ol style="list-style-type: none"> 1. Basic understanding of financial processes and cash management 2. Eager to learn 3. Ability to communicate effectively in written and spoken English. 4. Computer literacy (MS Word, Excel, Outlook, Teams, etc.)

	5. Good organizational skills and personal initiative: the ability to be flexible and work well under pressure in a fast-paced team environment.
How to Apply	<p>Please send application package; <u>one-page Motivation LETTER</u> and a maximum of 2 pages <u>CURRICULUM VITAE (CV)</u>, and contact details of 3 professional referees to: Recruitment.Liberia@welthungerhilfe.de</p> <p>Subject Line: Application for the position of 2413- Finance Intern</p> <p>Welthungerhilfe is an equal opportunities employer, therefore qualified females are encouraged to apply. A detailed Job Description can be obtained from Welthungerhilfe's Monrovia Office</p>
Closing Date	June 30, 2024

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