



JOB DESCRIPTION

Position:	Finance Intern
Responsible to:	Finance Advisor, LRP
Location:	Abuja
Grade:	Intern
Line Management:	None

Summary

The **Intern** position is an opportunity offered by ActionAid Nigeria (AAN) for young graduates to earn a post NYSC experience. It is therefore both a learning and value-adding relationship between interns and AAN. The intern is expected to take advantage of the space offered for experience gathering, self-development, while providing quality service to ActionAid Nigeria.

Overall Purpose

The Finance Intern will contribute to maintaining adequate financial integrity in supporting quality and timely data input for generation of financial reports. S/he will be responsible for timely processing of funds for programme activities for AAN and contribute to strengthening the internal control and accounting systems of ActionAid Nigeria (AAN).

Specific Responsibilities

- With supervision from the Finance Advisor review monthly financial reports of Partner organizations
- Raising and profiling of Community Sponsorship Bank Receipt Voucher on monthly basis
- With Supervision of the Finance Advisor, monitor and review staff advances, and retirements of Local Right Programme, Community and Sponsorship Admin Projects.
- Document, control and secure Accounting Records
- Support in the Maintenance of Lagos Petty cash (NGN) payment and ledger reconciliation
- Support in the preparation of financial reports as required by the project.
- Attend to project specific internal/external audit.
- Support the Finance Manager/LRP Advisor on the financial planning processes of the long term (three-year planning) and short term (annual budgeting) plans that feed into the National Plans.
- Strictly adhere to AA Nigeria policies and procedures and observance with agreement or donor Memorandum of Understanding (MoU)
- Support Implementing partners organizations' grant management process.
- Provide organizational development support to Implementing partner organizations.

- Support capacity assessment, financial and accounting processes review, and prepare reports on partner organizations as may be assigned by the Finance Manager-Partnership.
- Any other duties as assigned by line manager.

Key Working Relationships:

Internal: Entire AAN Staff.

External: AAN Partners, Services Providers, Government Agencies and other stakeholders

Persons Specification

Attributes/Skills	Essential	Desirable
Education/Qualifications	<ul style="list-style-type: none"> • First degree in Accounting/Finance 	<ul style="list-style-type: none"> • Student Membership of ICAN
Experience	<ul style="list-style-type: none"> • At least 1-2 years post NYSC experience, one (1) of which should have been spent in a finance position. • Experience in supporting the implementation of financial control systems • Practical Knowledge of an accounting software EXCEL, WORD 	<ul style="list-style-type: none"> • Development sector experience as a finance person • Knowledge of the SUN Software is an added advantage
Skills/Abilities	<ul style="list-style-type: none"> • Fluency in spoken and written English language • Highly numerate • Excellent planning and prioritization skills 	
Personal Qualities	<ul style="list-style-type: none"> • Excellent interpersonal and communications skills • Accuracy and attention to details • High integrity 	

	<ul style="list-style-type: none">• Creative and takes initiative.• Able to work effectively in a diverse team environment.• Willing to work additional hours at crucial times.• Should be willing to travel widely & at short notice.• Team player• Effectively promote AAN's mission values, and objectives.	
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Signed by: _____
Finance Intern

Signed by: _____
Finance Advisor