



Call for applications for the Position of Graduate Intern-Finance & Administration at Environmental Alert

Job title: Intern-Finance & Administration Environmental Alert

Duty station: Kampala

Supervisor: Manager Finance & Administration

A) Purpose of placement

The **Graduate Intern-Finance & Administration** at Environmental Alert will provide **guided support** towards development and implementation of institutional policies and practices for financial management and administration. The position provides opportunity for practical application of his/her theoretical knowledge of financial laws, government policies in his/her day to day activities at Environmental Alert. Thus, he/she will support the Finance and Administration Department in terms of proposal budget development, collecting financial documented feedback on expenditures and review of support documents, appropriate filling of the expenditure documents and with the preparation of donor periodic financial reports.

In this position, he/she will work under the direct supervision of the Manager Finance & Administration and will have the following responsibilities:

- a) *To assist in preparation of bank reconciliations;*
- b) *To support operationalization of Environmental Alert Board resolutions related to finance and administration;*
- c) *To support filing of financial transactions with all relevant and appropriate supportive documentation as required for preparation of audits before posting;*
- d) *To support in organizing the reports and accountabilities (financial and technical) of selected folders and files for key selected projects;*
- e) *To generation of budgets for concepts and proposals for fundraising;*
- f) *To file completed financial supporting documentation in both hard and soft copy;*
- g) *To support the department in compiling and updating Environmental Alert asset register for the organization;*
- h) *Any other duties that may be allocated to you by the supervisors.*

B) Terms and conditions of your Internship with Environmental Alert

- i. You are subject to EA's Human Resource Policy and Manual and other operational policies of Environmental Alert;
- ii. Your work schedule and hours will be from 8.30am to 5.00pm, Monday to Friday;
- iii. Your duty station will be the Kabalagala, Kampala Coordination office, with field travels to the organization's programme areas as and when required;
- iv. Your job description may be amended from time to time for purposes of realignment with the changing operating context and as guided by the supervisors;
- v. As an Intern, you are entitled to lunch and break tea;

- vi. At the end of your internship, you are expected to write a hand over report detailing your activities, experiences and recommendations;
- vii. You will execute your duties with high integrity and devote your full time to the work assigned to you;
- viii. You will at all times abide by the advice and guidance given by the Executive Director as the head of the institution.

C) Duration of Internship

This Internship duration is 3 months.

D) Finance and benefits

For your services, EA will provide a monthly stipend to cover some of the costs of the Intern.

E) Qualifications, Skills & Experience:

- a. Qualification in any business related courses- preferably a bachelor's degree or a professional course ACCA/CPA/CIMA
- b. Fresh graduate of not more than 2 years after graduation or awaiting graduation
- c. Computer literate

F) Essential requirements:

- a. Good communication skills
- b. Ability to work under minimum supervision
- c. Good interpersonal skills

Apply:

Environmental Alert is an equal opportunity employer and the position is available for placement at the earliest possible opportunity. Apply to the Executive Director, Environmental Alert, P.O. Box 11259, Kampala. Uganda. Or E-mail to manager.finance-administration@envalert.org with a copy to manager.finance-administration@envalert.org with a copy to ed@envalert.org or hand deliver to Plot 3, Sonko Lane, Kabalagala (off Gaba Road). Applications should be delivered not later than **29th September 2017**. The application should include *an application letter describing why you believe you are best suited for the job (no more than two pages), a detailed CV, copies of academic testimonials, phone number, e-mail address and names of three referees. Only short listed candidates will be contacted by 4th October 2017.*