



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

Job title: Intern-Finance & Administration Environmental Alert

Duty station: Kampala

Supervisor: Manager Finance & Administration

Purpose of placement

Environmental Alert a local NGO seeks to recruit a student intern with interest and in pursuance of a career in Finance/ Accounting for an internship placement at our office in Kampala. Further information about Environmental Alert is available in the profile at: <http://envalert.org/wp-content/uploads/2018/07/EA-profile-Updated.pdf>

The placement seeks to provide a platform for practical application of student intern's theoretical skills in the field of **finance / accounts** and also serves as part of EA's social corporate responsibility to impart and transfer skills to the upcoming young professionals.

At Environmental Alert we believe that each individual has unique strengths, competences, talents and hence can contribute in a unique way to the mission and vision of the organization. We believe that a collection of these strengths can be lever-aged to reach our ultimate goals of protecting, managing and conserving the environment.

The **Student Intern-Finance & Administration** at Environmental Alert will provide **guided support towards** development and implementation of institutional policies and practices for financial management and administration.

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

- 1) To support filing of financial transactions with all relevant and appropriate supportive documentation as required by the institutional guidelines;
- 2) To support the department in updating Environmental Alert asset register;
- 3) Support compiling, arranging and preparation of payment requests to ensure that they meet Organization's policies, regulations and procedures in terms of supportive documentation;
- 4) Support the department with banking of cheques and cash;
- 5) To support with bank reconciliations;



- 6) To support operationalization of Environmental Alert Board and Management resolutions related to finance and administration;
- 7) To support the finance team in tracking and addressing of identified Audit issues;
- 8) Any other duties that may be allocated to you by the supervisors.

A. Terms and conditions of your Internship with Environmental Alert

- a. You are subject to EA's Human Resource Policy and Manual and other operational policies of Environmental Alert;
- b. Your work schedule and hours will be from 8.30am to 5.00pm, Monday to Friday;
- c. Your duty station will be the Kabalagala, Kampala Coordination office, with field travels to the organization's Programme areas as and when required;
- d. 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;
- e. As an Intern, you are entitled to lunch and break tea;
- f. At the end of your internship, you are expected to write a hand over report detailing your activities, experiences and recommendations;
- g. You will execute your duties with high integrity and devote your full time to the work assigned to you;
- h. You will at all times abide by the advice and guidance given by the Executive Director as the head of the institution.

B. Duration of Internship

This Internship duration is almost **3 months**.

C. Finance and benefits

The position does not provide for financial compensation however when assigned on official duties outside the operational area the organization will provide facilitation as per the institutional guidelines on out of office allowances.

D. Qualifications, Skills & Experience:

- a. Student of a finance related program at an higher institution of learning seeking an internship
- b. Computer literate

E. 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 ed@envalert.org or hand deliver to Plot 475/523, Sonko Lane, Kabalagala (off Gaba Road) Behind Kirabo Kya Maria Building. Applications should be delivered not later than **6th June 2019**. The application should include an application letter describing why you believe you are best suited for the internship [(no more than two pages), a detailed CV, copies of academic testimonials, phone number, email address and names of three referees. Only short listed candidates will be contacted by **11th June 2019**