**Finance and Inventory Internship**

**Terms of Reference**

**6 months**

The Finance and Inventory Intern in UNODC ROSAF will have the opportunity to learn and explore various aspects of Finance and Inventory Administration in UNODC ROSAF under the guidance of the Finance Associate. The Intern will provide support and assistance, and gain experiential learning in some or all of the focus areas of this Internship.

**FINANCE AND INVENTORY FOCUS AREAS**

1. **Inventory Management**

* Assist with reviewing the consistency of records for disbursements for equipment on the UNODC ROSAF Field Office Management Ledger (FOML) and the Field Office Fixed Assets Register (FOFAR).
* Provide assistance for the maintenance of UNODC ROSAF property records including controlling location, relocation, receipt and disposal of all furniture, office equipment, vehicles or other property.
* Participate in implementing recommendations for improvement of inventory management.

1. **VAT Administration**

* Provide assistance with compiling monthly VAT returns for submission to SARS.
* Identify invoices that do not meet SARS standards and rectify.

1. **Creditors reconciliations**

* Provide support for creditors’ statements reconciliation with UNODC ROSAF payment.
* Identify outstanding invoices unpaid on the reconciliation and follow-up with service provider or UNODC staff member/s.

1. **General tasks**

* Take up any other ad hoc assignments, as may be required.

**QUALIFICATIONS, SKILLS AND BACKGROUND**

**Applicants should have the following skills and background**

* A tertiary qualification in finance (preferably a 3 year qualification)
* Enrolment for post-graduate study is strongly recommended
* Well-developed problem solving skills are required
* Ability to function in a diverse environment
* Fluency in written and spoken English
* Literacy in MS Office Suite particularly Excel
* Previous part-time or voluntary work experience will be an advantage

**Please note:** In line with UNODC internship guidelines, **no remuneration is payable for the duration of the assignment** and costs connected with an intern’s participation must be borne by the individuals themselves, and these may include (but not limited to) financial and logistical arrangements for own travel, accommodation, permit/visa etc.