

Internship Terms of Reference

The Intern appointed under the Finance Unit will work under the direct supervision of the Finance Associate. The internship will be focussed on experiential learning in financial administration.

Responsibilities will include:

Payments

- Effect payment vouchers in FOML ensuring accuracy of entries.
- Provide assistance in issuing of financial documents, handles daily local bank operations in terms of preparing the payment orders, cash withdrawals and other relevant forms ensuring compliance with the local banking and UN procedures.
- Review incoming payment instructions with regard to banking details and sources of funds and capture in Profi.
- Notify payees of status of payments.

Expenditure reports and reconciliations

- Review Expenditure Reports to ascertain that correct objects or expenditures have been charged
- Liaise with UNDP regarding payroll, salary payments, payment of large contracts, etc.
- Reconciliation of eIOV's from UNDP (Payment Request and Payroll) and staff DSA payments.
- Reconcile Creditors' accounts and follow up on outstanding invoices.

Travel authorizations and claims

- Ensure control over the Travel Authorizations of staff members
- Monitor timely submission of Travel Claims.

Vehicle logbooks

- Monitor vehicle log books and ensure that vehicle records are kept according to UN requirements.

Staff accounts

- Prepare staff accounts (parking, telephone, cellular phone and other charges).
- Receive payments on staff accounts, maintain records on staff accounts, and prepare reports.

Administration and filing system

- Maintain finance unit filing system.
- Draft correspondence to respond to enquiries in respect to relevant financial and budget matters.

Other tasks:

- Perform any other tasks upon request of the Regional Representative and the Finance Associate.

QUALIFICATION REQUIREMENTS

Knowledge and skills:

- A tertiary qualification, preferably in bookkeeping or financial administration.
- Enrolment for post-graduate study is strongly recommended
- Ability to operate calculator, computer and other office machinery.
- Competency in MS Office Suite, particularly MS Excel.
- Proficiency in English is required, oral and written
- Attention to detail
- Problem solving capacity
- Ability to work in a diverse environment

Please note:

1. Prior work experience is not a necessity, but please clearly outline any relevant experience, be it paid or voluntary work.
2. 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.