

TITLE: Finance Intern	
TEAM/PROGRAMME: Finance	LOCATION: Kigali, Rwanda
GRADE: N/a	CONTRACT LENGTH: Permanent
CHILD SAFEGUARDING: Level 3: the post holder will have contact with children and/or young people <u>either</u> frequently (e.g. once a week or more) <u>or</u> intensively (e.g. four days in one month or more or overnight) because they work country programs; or are visiting country programs; or because they are responsible for implementing the police checking/vetting process staff.	
ROLE PURPOSE: • To provide accurate financial information by preparing, recording and reconciling financial transactions data • To check and verify partner reports and provide necessary feedback and support • To maintain bank correspondences • Book keeping and filing	
SCOPE OF ROLE: Reports to: Finance & Award Manager Staff directly reporting to this post: None	
KEY AREAS OF ACCOUNTABILITY : • Supporting in the Preparing documents to be ready for payment • Does payment recording in the tracker book • Makes payments and transfers to staff , through banking platforms such as GAAPS • Registers all approved payments, journal vouchers, deposit vouchers and returns in GLACOS • Timely prepares and participant payments from field to be ready for payment. • Records and coordinate program float advances as per SCI guidelines • Maintains the finance filing system. • Facilitate external audits by providing all required information to the auditors • • Support in the monthly I asset verification and stock management for the ZOOSC TIM • Prepares adjustments and reallocation Journals as instructed • . • Maintains bank related correspondences Performance Indicators • Timely payment recording in tracker • Timely and accurate data entry in GLACOS • Coordinating payments from supplier to finance when are fully supported • Maintenance of proper and accurate financial records • Ensuring offline payments are thoroughly reviewed before paid	

Responsibility for resources:

Ensure that the cash and cash equivalents and financial records are safeguarded and utilized in the intended manner.

BEHAVIOURS (Values in Practice)

Accountability:

- Holds self accountable for making decisions, managing resources efficiently, achieving and role modeling Save the Children values
- Holds the broader team and partners accountable to deliver on their responsibilities

Ambition:

- Sets ambitious and challenging goals for themselves and take responsibility for their own personal development
- Future orientated, thinks strategically and on a global scale

Collaboration:

- Approachable, good listener, easy to talk to; builds and maintains effective relationships with colleagues, managers, members and external partners and supporters
- Values diversity and different people's perspectives, able to work cross-culturally.

Creativity:

- Develops and encourages new and innovative solutions
- Willing to take disciplined risks

Integrity:

- Honest, encourages openness and transparency
- Commitment to Save the Children values

QUALIFICATIONS

- Bachelor's degree in accountancy/finance
- Pursuing Professional qualification i.e. CPA, CA or ACCA is an added advantage;

EXPERIENCE AND SKILLS

Essential

- 1 years' work experience, preferably in an NGO set up
- High levels of attention to detail and quality
- Computer literacy (including medium excel skills)
- Ability to liaise with a diverse range of people, stakeholders and customers
- Strong time management and organizational skills
- Ability to work under pressure and to tight deadlines
- Commitment to Save the Children's mission and values
- High levels of confidentiality and integrity

Desireable

- Highly developed relationship building and interpersonal skills
- Highly developed verbal and communication skills



- Initiative, flexibility and ability to work independently as well as in a team
- High levels of self-motivation and initiative
- Ownership and accountability of own work

Child Safeguarding:

We need to keep children safe so our selection process, which includes rigorous background checks, reflects our commitment to the protection of children from abuse.

Health and Safety

The role holder is required to carry out the duties in accordance with SCI Health and Safety policies and procedures.

JD written by: Enock Tumwine

A handwritten signature in black ink, appearing to read 'Enock Tumwine'.

Date: 27/10/2025

JD Reviewed by: Paulin Ndahayo
Zero OOSC Project Director

A handwritten signature in blue ink, appearing to read 'Paulin Ndahayo'.

Date: 27/10/2025