

FINANCE INTERN TOR- Lusaka, UNICEF Zambia CO

Title	Finance Intern (For Zambian Nationals only)
Purpose	To support the finance team in the performance of various administrative and financial procedures.
Duration	6 months
Reporting to	Finance Officer

Background and Justification

The Finance Intern will be responsible for executing a broad variety of standardized administrative and financial tasks for the finance Unit, requiring thorough knowledge of UNICEF administrative and financial procedures, processes, and policies.

The incumbent will perform a variety of data information gathering, input and manipulation, report generation and dissemination. The specific duties will include but not limited to updating the payment monitoring tool and tracking, Reconciling and Monitoring Mobile payments. The intern will work closely with programme sections in the delivery of the results for children.

Objectives/Target

The objective of the internship is to strengthen data collection to generate meaningful statistics to track finance performance and improve quality and efficiency of processes.

Major duties/responsibilities and output expectations

Under the direct supervision of Finance Officer, the Intern will:

No.	Major Duties and Responsibilities	Deliverable(s)
1	<p>Direct payments reconciliations Cash Handling Services: be the focal point for updating and maintaining the schedule of Direct payments made on the Cash Handling LTA.</p> <p>Ensure that all disbursements made are retired with supporting documentation.</p>	<p>Up to date monitoring schedule of all Direct Payments.</p> <p>Create/Maintain an online filing system to ensure that disbursements are retired with adequate supporting documentation.</p>
2	<p>Payment monitoring tool: participate in updating the payment monitoring tool (meant to obtain information to measure efficiency in payment processing).</p>	<p>Payment monitoring tool completed before period closure.</p>

3	Cashbook (monitoring closing balance daily): Daily recording of payments to keep track of the closing cashbook balance.	Cash book maintained up to date to provide information on closing balances.
4	Payment Forecast: Weekly review of the payment forecast by program section.	Consolidate Monthly Payment forecast-the last week of each month.

- Any other related tasks as may be required or assigned by the supervisor.

Qualifications and experience

Education

1. Bachelor's degree required in Finance, Accounting, Business Administration or equivalent

Work experience

1. 6 months professional experience (including internships or volunteer work) is an asset

Skills and Competencies:

1. Candidate should be skilled in data collection and analysis
2. Candidate should be skilled on Microsoft Office suite, and more importantly Excel
3. Candidate should possess excellent writing and analytical skills
4. Candidate should possess good communication and organisational skills
5. Candidate should possess ability to work well in a diverse team

Learning elements

This position is based in a dynamic Operation team and the intern will interact with operation specialists, officers, and associates in UNICEF. This position offers excellent learning opportunities in understanding and applying expertise.

Fees and Honorarium

According to UNICEF's internship program administrative instruction, no compensation will be provided. Where appropriate, interns may be reimbursed for travel expenses incurred during official travel authorised by UNICEF. A monthly stipend enough to cover transport costs of in Zambian currency shall be paid for the internship duration (6 months).

Only shortlisted applicants will be contacted for next level of the recruitment process

Evaluation

Evaluation will be done at the end of the internship by the supervisor, and intern and a copy of the evaluation will be provided to the intern and the original submitted to HR.

Workplace and Duration

The duty station will be in Lusaka. The internship will be for 6 months.