

Vacancy announcement

Position	Finance intern, Dushanbe	Starting date	ASAP
Location	Dushanbe, Tajikistan	Type of contract	Internship
Contract duration	6 months	Security Risk Level	Calm (1/4)

About ACTED

Since 1993, as an international non-governmental organization, ACTED has been committed to immediate humanitarian relief to support those in urgent need and protect people's dignity, while co-creating longer term opportunities for sustainable growth and fulfilling people's potential. ACTED endeavors to respond to humanitarian crises and build resilience; promote inclusive and sustainable growth; co-construct effective governance and support the building of civil society worldwide by investing in people and their potential. We go the last mile: ACTED's mission is to save lives and support people in meeting their needs in hard to reach areas. With a team of 4,300 national staff 300 international staff, ACTED is active in 35 countries and implements more than 450 projects a year reaching over 11 million beneficiaries. More on www.acted.org

Country Profile

Number of projects	18
Number of areas	3
Number of national staff	69
Annual budget (EUR)	1.38M€
Number of offices	9
Number of international staff	3

Position context and key challenges

ACTED has been operating in Tajikistan since 1996, taking a multi-sector and multidisciplinary approach to social and economic development, and tailoring its responses to the needs of local populations. Over the past 17 years, ACTED in Tajikistan has implemented many projects funded by the Asian Development Bank, UN agencies (especially in collaboration with UNHCR, UNICEF and UNDP), the European Commission, the EBRD, USAID, DFID, the Swiss Development Cooperation and the World Bank. ACTED's programs in Tajikistan reflect the nexus between emergency relief and development which has seen the organization adopt a long term approach towards the development of the country. ACTED's strategy is aimed at contributing to the eradication of poverty by facilitating equitable proper economic growth and decentralized development management, whilst also promoting environmental sustainability.

ACTED's 2012-2014 strategy in Tajikistan was focused on three interconnected pillars:

- Rural Economic Development
- Local Governance
- Disaster Risk Reduction.

Several themes crosscut ACTED's interventions and are crucial elements in its country strategy:

- Building capacities and competencies at the local level through community-based and community-led initiatives;
- Promoting dialogue and platforms between all relevant stakeholders, including communities, governmental structures, and line ministries;
- Supporting sustainability of development through cost-effective and locally "owned" projects.

In line with ACTED strategy in Tajikistan, ACTED strongly believes that local governance initiatives, combined with a focus on effective water and natural resource management holds potential in terms of contributing most effectively towards long term development in Tajikistan.

Key roles and responsibilities

Duties & Responsibilities

1. Contribute to ACTED Compliance and Accountability

- a) Provide support to the Finance Officer on controlling the compliance of the ACTED documentation by checking the accuracy, exhaustiveness and consistency of the information contained in these documents in line with ACTED and donors' procedures for both capital and field expenses (scope to be determined by the CFM/CD); and provide discrepancies' consolidated reports to the Country Finance Manager.
- b) Support the Finance Officer in checking partners' financial transactions and ensure correct allocations to respective budget lines through a check list; upon request, travel to the field and physically conduct a random sample of partners' vouchers and ensure the financial transactions meet donor requirements
- c) Suggest update and improvement of ACTED's procedures in link with the CFM;
- d) Support to external audits preparation.

2. Control of Monthly Internal Reporting tools

2.1 Accounting (PRATIC) review – between the 10th and the 15th

Check that :

- a. the financial flows are lettered on a monthly basis in SAGA
- b. flows cross-countries (including HQ) are well cross-referenced before local salaries payments
- c. the Monthly InforEuro exchange rate table with the exchange rates entered in SAGA

2.2 Finance TITANIC review – between the 10th and the 15th

- a. Crosscheck SAGA and Allocation Tables: in case of discrepancies, send a list of corrections to be validated by the CFM for the Finance Officer to correct data in SAGA or Allocation Tables;
- b. Crosscheck the Allocation Tables and the monthly forecasts in the Budget Follow Ups (BFUs): in case of discrepancies, send a list of corrections to be validated by the CFM for the Finance Officer;
- c. Crosscheck the consistency of data between SAGA, BFUs, CFU and DFU;
- d. Crosscheck the Red Cell Game with the physical vouchers received at Country Office Level;
- e. Crosscheck the Cofounding Follow-Up is in line with the BFUs (including a cofounding section);
- f. Review the monthly ATROCE: general information, template, projects data, amounts reported and instalments received (both at field and HQ level)
- g. Fill the TITANIC follow-up

2.3 Cost Control – between the 10th and the 15th

- a. Detect possible variances on the Monthly Running Cost Follow-Up and inform CFM accordingly (through a memo);
- b. Upon request of the CFM, conduct market surveys;
- c. Prepare a monthly Finance Control Report

2.4 HR TITANIC – between the 25th and the 30th

Cross-check the consistency of the analytical allocation between the Allocation Tables, the Staff Data base and the HR TITANIC.

3. Provide support to the daily tasks:

- a. Preparation of Budgets
- b. Draft of Financial Sheets
- c. Preparation of Financial Reports
- d. Midyear and Annual Accounting Closure
- e. Archiving

Required qualifications and technical competencies

Msc in Administration, Business Management or equivalent.
Finance and accounting skills required
Willingness to undertake serious responsibility and manage stress efficiently
Excellent communication skills, including advanced written and oral English

Conditions

Field Intern benefits include:

- 300 USD per month living allowance
- Coverage of all accommodation, food, and travel costs, a luggage allowance of 50 kg
- The provision of medical, repatriation, and life insurance.

How to Apply

Please send your application including cover letter, CV and references to jobs@acted.org under **Ref: FI/TAD**