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| **JOB TITLE:** Finance Intern | |
| **LINE MANAGER:** Senior Finance Officer | **GRADE:** Nil |
| **BUDGET RESPONSIBILITY:** Nil | **WORK LOCATION:** Phnom Penh |
| **TEAM: Finance Team** | |
| **INTRODUCTION:**  CARE is an international development organisation fighting global poverty with a special focus on working with women and girls to bring sustainable changes to their communities.  CARE aims to tackle the underlying causes of poverty and social injustice and to bring lasting change to the lives of poor and vulnerable people.  Founded in 1945, today CARE works in over 90 countries around the globe. CARE has been working with Cambodians since 1973, with an office in Phnom Penh since 1991.  Today, CARE focuses on empowering particularly marginalised and vulnerable women in Cambodia, including urban women who are marginalised by occupation, rural women who are denied multiple rights, and women and girls from ethnic minorities. | |
| **PURPOSE OF THE POSITION:**  The Finance Intern will assist finance team for supporting in finance tasks, filling system and data FINSUN entry and internal and external audit processes including banking to support cash flow fund transfer to Field offices. | |
| **MAIN RESPONSIBILITIES:**   * Assist Finance team in internal and external audit processes * Ensure all project documents are on hand for review * Assist with partner payment verifications as requested * Assist with payment requests and payables * Assist with banking * Assist with field office requests and cash flow management * Other duties as directed by line supervisor   **YOU WILL LEARN:**   * How to do the filing system for both soft and hard copy * How to enter the finance data into the FINSUN system * Understand about the cash and bank management * Finance technical problem solving * Leadership and management | |
| **EXPERIENCE AND QUALIFICATIONS:**   * Fresh graduate or student in business or finance required * Practical experience in financial management an advantage * Knowledge of relevant software applications including MS Office (Ms. World & Excel) * Good in English speaking * Enthusiasm and willingness to work as a team * Good interpersonal skills and commitment. * Demonstrated commitment to CARE Core values (Respect, Integrity, Commitment and Excellence) and team work. | |
| **APPROVED BY:**  **Date:**  **Signature:** | **ACCEPTED BY:**  **Date:**  **Signature:** |