

## TERMS OF REFERENCES



Title: **Finance/Accounting Volunteer**

Status: Unpaid Internship

Working hours: Negotiable, 3-5 days a week for 3-6 months

Location: Optional (one of ACORD's offices)

**Agency for Cooperation and Research in Development (ACORD)** is a Pan-African organization with over 40 years of experience supporting development objectives by addressing the root causes of poverty and exclusion. ACORD seeks to go beyond addressing the consequences of poverty by understanding, challenging and changing the conditions that cause poverty and exclusion. ACORD believes that people have a right to a just and equal society and are committed to making that right a reality for people on the margins of African societies. We work in common cause with people who are poor and have been denied their rights to understand, challenge and change these conditions. We work in alliance with organisations worldwide to achieve these aims.

ACORD's priority areas of work include: Resilient livelihoods; Rights and responsibility promotion; and conflict and peace building. We currently have ongoing programmes in 13 countries in East and Horn, Southern, Central and West Africa, including in both Anglophone and Francophone countries.

## DUTIES AND RESPONSIBILITIES

The Finance/Accounting Internship is an excellent opportunity for graduate students who are looking to obtain additional professional experience. The Finance team is responsible for accounting functions within the Organisation including, but not limited to, accounts receivable, accounts payable, grant reporting, tax reporting, and audit compliance. This internship will help foster understanding of an international non-profit organisation's finance operations.

- Assist with audits and year-end financial reports
- Work with the finance team on collecting various audit schedules from field offices
- Prepare journal entries and reconciliations
- Assist in reviewing, updating, and developing policies and procedures
- Create spreadsheets
- Scan, copy, and file documents
- Research

## SKILLS AND QUALIFICATIONS

- Bachelor's degree in finance, business administration, or related field;
- Experience and/or interest in international development;
- Experience and/or interest with government and/or multi-lateral grant reporting helpful;
- Proficiency with MS Office Suite, specifically Word, Excel, PowerPoint and Outlook;
- Must demonstrate attention to detail, specifically when working with numbers;
- Knowledge of advanced accounting principles preferred;
- Strong ability to independently research and organize information from various sources
- Excellent written and verbal communication skills;
- Ability to manage multiple tasks, multiple goals, solve problems and prioritize among assignments;
- Experience working with international staff and within multicultural environments preferred;
- Ability to work as part of a team as well as take initiative in managing projects;

- Well-organized with attention to detail and a resourceful problem solver;
- Promptness, reliability and sound judgment required;
- Self-motivated and goal/deadline oriented;
- Proficiency in one or more of the following languages an asset: French
- Interest in the mission and programs of ACORD

**TO APPLY:**

Please send **cover letter and CV** via: Email with "**Finance/Accounting Intern**" in the subject line of the email) to [recruit@acordinternational.org](mailto:recruit@acordinternational.org)

*Interviews will be scheduled on a rolling basis. Early application is strongly encouraged. The position will remain open until filled. Applicants will be contacted directly to schedule an interview.*

***ACORD is an equal opportunity employer and does not discriminate on the basis of race, ethnicity, national origin, political affiliation, religion, gender, disability, and/or sexual orientation.***