



APPLICATION FOR FINANCE INTERN

The African Centre for Democracy and Human Rights Studies (ACDHRS) is independent, non-profit regional human rights NGO based in Banjul, The Gambia. It was initially set up in 1989 by an Act of Parliament of the Republic of The Gambia. However, 1995, the African Centre was re-launched, thereby repealing the Act, and thus making the Centre a truly independent pan-African NGO.

The Centre seeks to uphold and promote Article 25 of the African Charter on Human and Peoples' Rights. It facilitates in collaboration with partners across the continent & globally to protect human rights and democracy with special emphasis on gender equality, governance, development and peace.

The ACDHRS' vision is to see an African continent in which human rights and dignity of all men, women, and children are respected in accordance with democratic principles.

The Centre engages in the following activities:

- Advocacy and lobbying
- Training and education
- Action oriented research and documentation
- Information, communication and publication
- Networking for human rights in Africa

The African Centre seeks a dynamic, creative and committed Intern to provide support to its Finance department for a period of 3-6 months. The Intern will report directly to a designated supervisor (Finance Officer) to perform the following:

1. Assisting with financial record-keeping: This might include tasks such as inputting financial data into accounting software, reconciling bank statements, and maintaining accurate and up-to-date financial records.
2. Helping to prepare and maintaining financial reports for the organization, such as income statements, balance sheets, and cash flow statements.
3. Assist in creating and managing the organization's budget, as well as forecasting future financial performance.
4. Helping to manage accounts payable and receivable such as processing invoices, reconciling statements, and monitoring accounts to ensure that payments are made on time.
5. Assisting with audits and working with auditors to ensure that the organization's financial records are in compliance with relevant regulations.
6. Supporting other finance-related tasks such as reviewing financial data for grant proposals or assisting with fundraising efforts.

Qualifications and key competencies:

1. A bachelor's degree in finance, accounting, or a related field is often required for this role. You may also be considered if you have a degree in a different field, but have relevant coursework or experience in finance or accounting.
2. Some prior experience working in finance or accounting is generally preferred. This could include internships, part-time jobs, or full-time positions.
3. Strong skills in accounting software, such as QuickBooks or Excel, and knowledge of accounting principles are generally required.

4. Communication skills for working closely with other staff members, preparing reports, effectively communicate financial information to both finance experts and non-experts alike.

Remuneration: Internship positions are NOT remunerated positions. However, the Intern will have the opportunity to learn and share experience thereby contributing to the work of the African Centre. A Certificate of Internship will also be issued to the Intern at the end of the period.

Interested applicants should complete the Internship Application Form, attach copies of relevant documents (CV, Certificates, letter of motivation, reference letter) and send by email to: admin@acdhrs.org

Women applicants are encouraged to apply.

Deadline for applications: 1st February 2023. Only successful Applicants will be contacted.