

INTERNSHIP POSITION INFORMATION

Internship Position Title:	Financial Management Specialist
Country:	Ghana
City:	Tamale (Ghana) & Halifax (Nova Scotia)
Sector:	Securing the future of children and youth Ensuring Security and Sustainability
Position Description:	<p>Project Description: The Financial Management Specialist will assist the organization in effective utilization of its Quickbooks software or institute a better alternative for effective management of multi-donor funds. NORSAAC has been progressively growing and attracting funds from many organizations both local and international and needs the specialist to assist in improving its financial system to ensure timely and accurate preparation of reports to all the donor partners. The specialist is expected to review the financial manual in order for it to be in line with the system that will be developed and guide the Finance and Administrative Manager of the organization to use it effectively.</p> <p>S/he will be responsible for ensuring that appropriate financial documentation of financial transaction in a progressive organization like NORSAAC is done.</p> <p>Position Description:</p> <ul style="list-style-type: none"> • Assist the Finance and Administrative Manager of NORSAAC in reviewing the financial system and make appropriate recommendations • Develop an action plan to implement all recommendations within period of stay in Ghana • Review financial manual of the organization so it is in line with the developed software/ changes in the financial manual • Guide the finance and administrative manager on responding to audit queries • Support in budgeting for projects and programs during proposal development process • Support the finance department to improve documentation of financial information. • Guide the Finance and Administrative Manager to improve business communication • Support the finance department to acquire financial presentation skills • Support in budget preparation, analysis and reporting • Conduct public engagement activities to share experiences related to international development <p>Qualifications, Knowledge and Skills required:</p> <ul style="list-style-type: none"> • Knowledge in financial software application • Undergraduate degree in Business Administration, Commerce, or other related field, or a second degree in financial sector or an equivalent professional financial qualification • Minimum of 1-2 years work experience (co-op placements, summer positions, internships, etc) • Knowledge in budget preparation, analysis and interpretation of figures • Highly skillful in Information and Communications Technology (ICT) • Monitoring & evaluation, capacity development, performance management

	<ul style="list-style-type: none"> • Documentation, information management and reporting • Oral communication; written communication; results orientation; self-development; team player; pro-activeness; creativity; gender sensitivity; group leadership; listening; judgment; coaching • Rich experience, preferably of financing; • Good knowledge on ICT and software applications; • Communication and analytical skills; • Demonstrated interest and/or experience in public engagement <p>APPLICATION DEADLINE AS SOON AS POSSIBLE UNTIL POSITION HAS BEEN FILLED</p>
Start Date of Internship:	end of August 2016
End Date of Internship:	March 31st, 2017
Host Organization:	Northern Sector Action on Awareness Centre - Ghana The Atlantic Council for International Cooperation - Canada
Host Organization Details:	<p>NORSAAC formally an acronym is empowerment for change organization focusing on women and young people. NORSAAC has a vision of “A society in which every person enjoys their rights and lives a life of dignity” and a mission of working with communities and community based structures and likeminded organisations to build the capacities of community members and affected groups to demand their rights and live a life of dignity. NORSAAC has existed for more than 13 years today and has vast experience in community level facilitation skills. It has worked with community members to design number of pedagogical tools to mobilize communities around development issues for enhanced living conditions</p> <p>The Atlantic Council for International Cooperation (ACIC) is a coalition of individuals, organizations, and institutions working in the Atlantic region in the area of international cooperation. ACIC also takes a leadership role in engaging Atlantic Canadians around issues relating to international development, global sustainability, and social justice. Through our public engagement work, ACIC strives to give Atlantic Canadians the knowledge, skills, and tools necessary to become active global citizens. Current projects include an annual youth conference and international tour for high-school youth.</p>