



Ready for Reading | www.readyforreading.org

Email: info@readyforreading.org | P.O Box: 39 Rwamagana

Phone: +250788305290 / +250788 744300

Organization: Ready for Reading.

Job Title: Professional Financial internship.

Type: Paid Internship

Purpose of this Position:

Under the general supervision of the Director of Operations, to have the knowledge in cash drawer management, track records of all cash transactions.

Report to: Finance Manager

Duration: 1 year.

BACKGROUND:

Ready for Reading (RfR) is a local Non-Governmental Organization (NGO) in Rwanda that strives to advance literacy and learning through community based initiatives by fostering literacy, ICT skills and a culture of reading.

The RCLLC also promotes arts and culture by providing space for community-based groups that are organized, facilitated, and run by community members for their own social and economic transformation.

Mission

The mission statement of Ready for Reading (RfR) is: To empower the Rwinkwavu community through literacy, technology, and life skills, enhancing academic, social, and economic opportunities. RfR opened the Rwinkwavu Community Library and Learning Center to enact these principles from the ground up. All of the programming was created with input and direction from the population to be served. The RCLLC is located in the Eastern Province, Kayonza District, Rwinkwavu Sector, and serves the community comprised of surrounding districts including, but not limited to: Rwinkwavu, Kabarondo, Murama, Ndego, Mwiri and Kabare sectors and Nasho in Kirehe District.

Position summary:

The Finance Intern will be part of a new and growing team of Ready for Reading organization with a project oriented focus towards the advancement of literacy and learning through community based initiatives by fostering literacy, ICT skills and a culture of reading. As a key member of the Finance Team the intern will work on budgeting, estimating, and pacing cash focused projects that will help the organization increase the visibility and accuracy of cash. This position will receive all cash payment requests, verify/authenticate same, process payment and make a daily report of cash balance.



Ready for Reading | www.readyforreading.org

Email: info@readyforreading.org | P.O Box: 39 Rwamagana

Phone: +250788305290 / +250788 744300

Duties and Responsibilities:

- Ensure accurate recording on the Cashbook, Float register, and Cash Logbook
- Ability to anticipate, identify and resolve complex financial issues.
- Prepare monthly cash forecast;
- Complete Payment Vouchers for all expenditure acquired – ensuring that all supporting documentation that has been supplied, is correctly coded and properly authorized;
- Highlight areas where controls are not being maintained;
- Ensure all procedures are followed with cash/bank payments;
- Assist with the maintenance of the Fixed Asset Register;
- Ensure the accurate filing of all paperwork related to cash and bank payments;
- Perform other duties as may be required by management;
- Strong attention to detail.

Technical Competencies

- Degree or Diploma in Business Management, Finance or Accounting
- A thorough understanding of the Generally Accepted Accounting Principle (GAAP).
- Knowledge of national financial regulations and procedures; Ability to organize data and draft reports on the daily, weekly and monthly basis
- English proficiency required; Kinyarwanda proficiency preferred.
- Demonstrated oral and written communication skills and ability to work cross functionally.
- Demonstrated ability to multi-task, perform in a fast-paced environment & respond quickly to situational needs as they arise.
- Proficient use of financial systems and analysis tools including Microsoft Office Excel formulas and QuickBooks (preferred)
- Experience working as part of a multidisciplinary team and effectively, with culturally diverse individuals and communities.
- Demonstrated advanced critical thinking and problem-solving skills.
- Demonstrated effectiveness in written and oral communication
- Strong knowledge of Computer skills.
- Ability to maintain confidentiality

COMPETENCIES/PERSONAL ATTRIBUTES:

- Strong attention to detail with a high regard for quality & professionalism
- Ability to be flexible and extremely adaptable in a fast paced environment
- Ability to work independently as well as part of a team
- Ability to maintain a positive attitude
- Ability to take on several responsibilities while ensuring timely task completion and following through on all items
- Strong communication skills, both written and oral, as well as interpersonal



Ready for Reading

Ready for Reading | www.readyforreading.org

Email: info@readyforreading.org | P.O Box: 39 Rwamagana

Phone: +250788305290 / +250788 744300

- An interest in and affinity for learning new skills and Library promotion.
- An interest in working with children or in children environment.

Diversity

Ready for Reading is an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to gender identity, disability status or any other characteristic protected by law.

How to apply:

If interested, email your cover letter, CV, and academic documents to: HR@readyforreading.org with Application for **Finance internship** in subject line. Deadline of receiving applications is Friday September 21, 2018 at 5pm. Please note that the selected candidates will be contacted for the interview.