



ADRA

Adventist Development Relief Agency
VACANCY ANNOUNCEMENT (Ref#2023-06/ADM)

Internship in Finance

ADRA Sri Lanka has a long history of running an internship program. This has traditionally been a one-year experience offered to young people in the SDA church to gain experience working in development and in a church organization. It has served to build ties with the Adventist church and a way to identify and develop promising young people to serve in ADRA—indeed, the majority of ADRA's current senior leadership team started with ADRA as interns.

Details

Location	Maharagama, Colombo
Position Type	Full Time
Education Level	GCE Ordinary/Advance Level
Travel Percentage	50% (Domestic)
Job Type	Finance Intern
Employment Type	Internship (not a fixed -erm employment)
Duration	12 months (with 3 months probation)
Previous Work Experience:	Not required.
Stipend	This is a paid internship, and the amount will be disclosed to successful candidates.
Reports to	Finance Officer

Interested candidates are required to send CVs to hr@adrasrilanka.org by clearly mentioning **FINANCE INTERN** in the email subject.

For more information, you can contact (Buddhika Olupeliyawa, Finance/HR Director) Mobile: 077 3296 737

Posting Closing Date 2nd August 2023.

Required

- Completion of the GCE Ordinary/Advance Level Examination.
- Ability to work with a team.
- A member of the Seventh-day Adventist Church.

Preferred

- Proficiency in English
- Sinhala and Tamil language will be plus points.
- The ability to ride a motorcycle will be an added value.
- Basic Knowledge in MS office packages.

Female candidates are encouraged to apply.

For details about ADRA Sri Lanka, please visit www.adrasrilanka.org

ADRA is an equal opportunity employer and are committed to the safeguarding of children and young people.

We promote diversity and practice equity.



Application with a recent CV clearly marked with this vacancy announcement for the above-mentioned positions and the completed application must reach ADRA Sri Lanka emailed to hr@adrasrilanka.org on or before Sunday, June 18, 2023. Only short-listed candidates will be contacted.



ADRA

Profile and Job Description
FINANCE INTERN (ADMINISTRATION BASED)

General Philosophy

Identity Statement: ADRA Sri Lanka (ADRA SL) is a humanitarian organization working within an internal network of the Seventh-Day Adventist Church that demonstrates God's love and compassion.

Mission: ADRA SL works with people in poverty and distress to create just and positive change through empowering partnerships and responsible action encouraging harmonious co-existence.

ADRA SL has been working in Sri Lanka since 1983 and was registered on June 20th 2002 as a Local Non-Governmental Organization (NGO). Through its work ADRA SL promotes the values of humility, understanding, assistance, teamwork, collaboration, transparency and accountability. ADRA SL aims to build a positive working environment through value-based management that incentivizes hard work, discipline and reliability.

General Internship Criteria

The position requires the person to have certain leadership qualities such as ability to coordinate tasks, good public relations and capability of being well organized. Although experience with NGOs is optional for this position, it demands constant trainings and education related to ADRA Sri Lanka policies and procedures. Person should be able to work under pressure and minimal supervision.

Duties to include, but not limited to

Main Duties:

- Bookkeeping¹
- Ensure timely and accurate postings of vouchers.
- Printing and filling the vouchers.
- Prepare bank and project reconciliations.

Cashier

- Responsible of the custody of petty cash and cheque preparation and all the fund disbursements.
- Get necessary authorizations for disbursements before process the payment.
- Ensure timely settlement of bills, supplier payments and routine payments.
- Organize bank deposits for incoming funds.
- Daily cash count for petty cash.
- Organize petty cash replenishment on time.
- Ensure receipts and supporting documents are in order before handing over vouchers for posting.

¹ It can be for more than one project

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PROFESSIONAL ATTRIBUTES:

- Personal Qualities: Demonstrates an understanding of the agency's purpose and values and advocates these through daily work.
- Results Focus: Achieves objectives by taking an organizational perspective and working with and through others to achieve results
- Decision Making: Constructively contributes to the agreed decision-making process.
- Problem Solving: Uses clear and innovative thinking to solve problems and takes decisions that appropriately addressed for risk and strategic alignment.
- Continuous Learning: Demonstrates a commitment to own professional development by actively participating in continuous learning.
- Self-Awareness: Is aware of own strengths and development needs and seeks to improve style, skills, and performance including cultural and gender sensitivities.
- Team Building: Is a cooperative and active team member, committed to working together towards goals.
- Psychosocial Mindfulness: Is mindful of stressors that may impact on work, and where appropriate, utilize available resources to manage these.
- Accountability: Is accountable for own actions and working practices, accepts responsibility and learns from mistakes.
- Regular Meetings: Participates in clear and regular communication with supervisor and team during one to one and team meetings.
- Adaptability: Adjusts approach and thinking to work effectively in a variety of situations and with different people.
- Sharing Knowledge: Shares organizational and professional knowledge with peers to enhance understanding.
- Accepting Direction and Feedback: Seeks and accepts clear direction and feedback from supervisor/s relating to work practices and outcomes in a positive and constructive manner.

PERSONAL ATTRIBUTES:

- Ability to work as a member of a team and autonomously.
- Flexibility, patience, tolerance for other perspectives and excellent interpersonal skills.
- Capacity to work under pressure.
- Commitment to gender equity, social justice, and community development.
- Understanding of and commitment to ADRA's development philosophy, values, principles, and objectives.
- Understanding of and commitment to adhere to equity, diversity, child safe and staff health and wellbeing.

Personal Commitment:

Being employed by the Adventist Development Relief Agency requires commitment to its mission and lifestyle. The holder of this position will uphold the Christian values upon which ADRA's core values have been built and will display strong commitment to the Core Humanitarian Standards.

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