



Internships, Scholarships, and Career Transitioning Budgeting and Payments Intern

Terms of Reference

Overview

The Internships, Scholarships, and Career Transitioning Budgeting and Payments Intern will assist the Budgeting and Payments Officer in managing the financial aspects of the internships, scholarships, and career transitioning programs. This role involves supporting budgeting, financial reporting, payment processing, and ensuring compliance with financial guidelines. The intern will gain hands-on experience in financial management within a nonprofit or educational setting.

Key Roles and Responsibilities

Financial Support

- **Budget Assistance:**
 - Assist in the preparation and management of budgets for internships, scholarships, and career transitioning programs.
 - Help monitor budget expenditures and ensure they align with financial goals and policies.
- **Payment Processing:**
 - Support the processing of payments related to internships, scholarships, and career transitioning activities.
 - Ensure timely and accurate disbursement of funds to participants, vendors, and partner organizations under the supervision of the Budgeting and Payments Officer.

Financial Reporting

- **Report Preparation:**
 - Assist in preparing financial reports on program budgets, expenditures, and financial status.
 - Contribute financial analysis to support decision-making.
- **Reconciliation:**



- Help conduct regular reconciliations of program accounts to ensure accuracy.
- Assist in resolving discrepancies in financial records.

Compliance and Audit Support

- **Compliance Monitoring:**
 - Ensure that all financial activities comply with organizational policies and relevant regulations under guidance.
 - Maintain knowledge of financial compliance requirements.
- **Audit Preparation:**
 - Assist in preparing documentation for financial audits related to internships, scholarships, and career transitioning programs.
 - Provide necessary support during audit processes.

Administrative Support

- **Database Management:**
 - Maintain and update financial records in the program management system.
 - Ensure accurate tracking of all financial transactions and payments.
- **Participant Assistance:**
 - Help program participants with financial queries and issues.
 - Provide guidance on financial processes and requirements.

Coordination with Budgeting and Payments Officer

- **Collaboration:**
 - Work closely with the Budgeting and Payments Officer to align financial support with program goals.
 - Assist in providing financial insights and recommendations to support program planning and execution.
- **Program Support:**
 - Support the Officer in developing financial strategies for internships, scholarships, and career transitioning programs.
 - Participate in program planning meetings to provide financial perspectives.

Requirements

Qualifications

- Currently pursuing a degree in Finance, Accounting, Business Administration, or a related field and in the final year of study or a recent graduate.
- Basic understanding of financial management principles and practices.
- Proficiency in Microsoft Office Suite, particularly Excel.



Skills and Competencies

- Strong analytical and problem-solving skills.
- Ability to manage multiple tasks and meet deadlines.
- High level of accuracy and attention to detail.
- Familiarity with financial management software (e.g., QuickBooks) is a plus.

Attributes

- Strong organizational and time management skills.
- Excellent communication and interpersonal skills.
- Ability to work independently and as part of a team.
- High level of professionalism and ethical standards.
- Flexibility and adaptability in a dynamic work environment.

Learning Opportunities

- Gain hands-on experience in financial management within nonprofit and educational settings.
- Develop skills in budgeting, financial reporting, and payment processing.
- Learn about compliance and audit processes in financial management.
- Work closely with experienced professionals and gain insights into financial strategies and decision-making processes.

How to apply:

This internship provides a valuable opportunity for students to develop their financial management skills and gain practical experience in supporting internships, scholarships, and career transitioning programs. If you meet the requirements above, please submit your application [here](#).