



# Internships, Scholarships, and Career Transitioning Budgeting and Payments Officer

## Terms of Reference

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**Overview:** The Officer will manage all financial aspects of internships, scholarships, and career transitioning programs. Responsibilities include budgeting, financial reporting, payment processing, and ensuring compliance with financial guidelines. The role involves close collaboration with the Internships, Scholarships, and Career Transitioning Manager to ensure smooth financial operations. This is a remote position employed through Circle Group Limited.

### Key Roles and Responsibilities:

- **Financial Management:**
  - Develop and manage budgets.
  - Monitor expenditures and prepare financial reports.
  - Process payments and maintain transaction records.
- **Financial Reporting:**
  - Prepare and present financial reports.
  - Provide financial analysis for decision-making.
  - Conduct account reconciliations and resolve discrepancies.
- **Compliance and Audit:**
  - Ensure compliance with policies and regulations.
  - Assist in audit preparations and provide documentation.
- **Administrative Support:**
  - Maintain financial records in the management system.
  - Assist participants with financial queries and provide guidance.
- **Coordination with Program Manager:**
  - Align financial management with the project goals.
  - Provide financial insights for program planning.
  - Support financial strategy development and implementation.

### Requirements:

- **Qualifications:**
  - Bachelor's degree in Finance, Accounting, Business Administration, or related field.
  - 3-5 years of relevant experience in financial management, preferably in nonprofit or educational settings.



- Proficiency in financial management software and tools.
- **Skills and Competencies:**
  - Strong understanding of financial management principles.
  - Excellent analytical, problem-solving, and multitasking skills.
  - High level of accuracy and attention to detail.
  - Proficiency in Microsoft Office Suite, particularly Excel, and knowledge of QuickBooks.
- **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.

**How to apply:**

Submit your application [here](#).