

<b>TITLE: Finance Intern</b>	
<b>TEAM/PROGRAMME:</b> Support/Finance	<b>LOCATION: Hatay</b>
<b>GRADE: 7B</b>	<b>TYPE OF CONTRACT: Fixed Term</b>
<b>CHILD SAFEGUARDING:</b>  <p>Level 2: <u>either</u> the post holder will have access to personal data about children and/or young people as part of their work; <u>or</u> the post holder will be working in a 'regulated' position (accountant, barrister, solicitor, legal executive); therefore, a police check will be required (at 'standard' level in the UK or equivalent in other countries).</p>	
<b>ROLE PURPOSE:</b> The purpose of this post is to support the Finance department in the collecting supporting documents both as hard and soft copies, reviewing financial reports of partners and reviewing per diems, expense claims, payment voucher, advance requests and advance returns. The position involves supporting finance team in internal control and archiving.  <p>Under the direction of Finance Officer, the Finance Intern will be responsible for supporting the finance team in all kind of archiving, including collecting supporting documents, uploading soft copies to finance archive, keeping track of all expenses occurred in SCI TCO</p>	
<b>SCOPE OF ROLE:</b> <b>Reports to:</b> Finance Officer <b>Staff reporting to this post:</b> N/A	
<b>KEY AREAS OF ACCOUNTABILITY:</b> <b>Partners:</b> <ul style="list-style-type: none"> <li>• Review financial documents that received from SCI partners through; matching the amount on the supporting documents with the amount on the transaction list; ensure that the expenditure has been incurred within the project period and identify missing supporting documents, if any.</li> <li>• Organize and archive the hard/soft copy of SCI partners documents in a way that allows for tracking from Transaction List to the source payment vouchers or documents.</li> <li>• Support other Finance team in review payments request for the SCI partners.</li> </ul> <b>Direct Implementation and Field Office:</b> <ul style="list-style-type: none"> <li>• Reviewing Payment Vouchers, Per Diem &amp; Expense Claims submitted by SCI staff. Properly archiving hard and soft copies.</li> <li>• Reviewing Advance Request and Advance Returns of SCI staff. Tracking advances and properly archiving hard and soft copies.</li> <li>• Make sure all supporting documentation and approvals are obtained before finalizing payments; verify invoices and fulfil that the equipment, supplies or services they refer to were duly received or provided before proceeding with payment request.</li> </ul> <b>Centralized Tasks:</b> <ul style="list-style-type: none"> <li>• Support finance team at finding related documents for internal and external audits.</li> <li>• Complete any other tasks as required by other Finance team.</li> </ul>	
<b>BEHAVIOURS (Values in Practice)</b> <b>Accountability:</b> <ul style="list-style-type: none"> <li>• Holds self-accountable for making decisions, managing resources efficiently, achieving and role modelling Save the Children values</li> </ul>	

<p><b>Ambition:</b></p> <ul style="list-style-type: none"> <li>• Sets ambitious and challenging goals for themselves and their team, takes responsibility for their own personal development and encourages their team to do the same</li> </ul> <p><b>Collaboration:</b></p> <ul style="list-style-type: none"> <li>• Approachable, good listener, easy to talk to; builds and maintains effective relationships with colleagues, Members and external partners and supporters</li> <li>• Values diversity and different people's perspectives, able to work cross-culturally.</li> </ul> <p><b>Creativity:</b></p> <ul style="list-style-type: none"> <li>• Develops and encourages new and innovative solutions</li> </ul> <p><b>Integrity:</b></p> <ul style="list-style-type: none"> <li>• Honest, encourages openness and transparency, builds trust and confidence</li> </ul>	
<p><b>QUALIFICATIONS</b></p> <ul style="list-style-type: none"> <li>• Bachelor's Degree in related field.</li> </ul>	
<p><b>EXPERIENCE AND SKILLS</b></p> <ul style="list-style-type: none"> <li>• Good verbal and written communication skills in English and Turkish.</li> <li>• Strong Excell knowledge and good documentation skills.</li> <li>• Ability to work well with a team and establish relationships with other teams/offices</li> <li>• Cultural awareness and ability to work well in an international environment with people from diverse backgrounds and cultures.</li> <li>• Good time management and planning capacity</li> </ul>	
<p><b>Additional job responsibilities</b></p> <p>The duties and responsibilities as set out above are not exhaustive and the role holder may be required to carry out additional duties within reasonableness of their level of skills and experience.</p>	
<p><b>Equal Opportunities</b></p> <p>The role holder is required to carry out the duties in accordance with the SCI Equal Opportunities and Diversity policies and procedures.</p>	
<p><b>Health and Safety</b></p> <p>The role holder is required to carry out the duties in accordance with SCI Health and Safety policies and procedures.</p>	
<p><b>JD written by: Mehmet Ali Tümkaya – Finance Officer</b></p>	<p><b>Date:</b></p>
<p><b>JD agreed by:</b></p>	<p><b>Date:</b></p>
<p><b>Updated By:</b></p>	<p><b>Date:</b></p>
<p><b>Evaluated:</b></p>	<p><b>Date:</b></p>