



Intern

About SDROA

Research and Development Organization for Afghans is a nongovernmental organization (SDROA). We are the implementing partner for US embassy for Lincoln Learning Centers across Afghanistan. Currently, we are operating in 21 provinces of Afghanistan. The learning centers are equipped with computers, books, magazines and other reading materials. These centers offer educational/programs for various audience.

Job Summary

An intern working in the field of finance will learn the development and implementation of policies and practices for financial management, payroll, budget control, accounting and so on. By getting hands-on experience by working under a finance director or accountant, she is able to understand and follow financial trends. She can practically apply his/her theoretical knowledge of financial laws, government policies in his/her day to day work at a finance company.

Job Details

Date Posted:	30 Oct 2017	Reference:	189
Closing Date:	15 Nov 2017	Work Type:	Part Time
Number of Vacancies:	1	Gender:	Female
Functional Area:	Finance	Open Ended:	Yes
Nationality:	Afghan	Salary Range:	No Salary
Contract Type:	Temporary	Years of Experience:	0 Year(s)
Contract Duration:	0 Year(s) & 0 Month(s)	Extension Possibility:	No
Probation Period:	3 Months		

Duties and Responsibilities

1. Acquire the knowledge to complete the check and review all financial documents and sees that all financial transactions are sufficiently supported.
2. Assist her/his supervisor in reconciliation of other financial reports.
3. Learn how to maintain files for vouchers and other departmental correspondence.
4. Learn updating the chart of account and exchanges rate in financial system as required.

Qualifications

The interns must have knowledge of the basic principles and practices of accounting and financial analysis.

Should be capable of preparing files and maintaining records and documentation

Work experience is NOT required.

Job Location

Afghanistan – Kabul

Education:

Bachelor's Degree, Economics, Finance

Submission Guideline

Send you resume to below email address and write the position title and reference number in your email subject line.

Submission Email

apply@sdroaf.org