

Position of Finance Intern for CARE Lebanon



Care International in Lebanon is looking for a finance intern in an exciting humanitarian context based in Beirut

CARE is an international humanitarian and development organization without religious, political or government affiliation. CARE is committed to protecting and promoting the rights of vulnerable girls and boys, women and men and improving the lives of refugees and host communities alike.

CARE works at national, municipality and at the community level to develop customized solutions and ensure long-term sustainability as well as respond to basic needs. We design projects that fall into alignment with national priorities and be owned by communities. Our interventions range across clean water, affordable sanitation and community healthcare and sexual and reproductive health rights programs, economic opportunities, and protection. Across program areas, CARE's activities are guided by a rights-based, holistic, gender-sensitive/transformational, and inclusive approach.

CARE International has been operational in Lebanon since 2013 and works across the country. Building on core Shelter, WASH, and Livelihood programs, CARE has developed an urban-specific community-based approach in Lebanon to improve the living conditions of vulnerable refugee and host communities. The One Neighborhood Approach considers whole neighborhoods as an 'entry point' for assistance. Interventions target extremely vulnerable families (refugees and host community members) living in risky conditions in poor neighborhoods by providing integrated assistance to address vital needs, protection issues and health and safety risks. Activities target both Syrian refugees and vulnerable Lebanese host communities in order to improve the sub-standard living conditions of families at risk and to facilitate community engagement and social stability.

CIL also works on large infrastructure projects, making sure the quality and quantity of residents' drinking water is improved, engaging through local partners in planning and implementing its programs.

Key responsibilities

Managements of accounts

- Review the month end checklist with senior finance officer to ensure data quality and risk mitigation on balance sheet.
- Update the allocation table and support the senior finance officer with the allocation of support costs as per CARE Methodology
- Support the Review of the BVAs and ensure it is matching with accounting before distribution to budget holders
- Ensure all supporting documents are filed as per audit trail requirements especially for adjustments
- Conduct spot checks on supporting documents quality

Donor compliance

- Support with donor audit preparation and coordination
- Support senior finance officer with donor financial reports and budgets

Support the finance team with gap filing as required

Skills and competencies

- Excellent planning, management and coordination skills, with the ability to organize a demanding workload comprised of diverse and challenging tasks and responsibilities
- Patient, adaptable, able to improvise, and communicate clearly and effectively under pressure
- Excellent Excel skills, knowledge of SAGA accounting software would be an advantage
- Strong communication (written and spoken) in English, and strong interpersonal skills, with experience in managing multicultural teams.
- Msc in Administration, Business Management or equivalent
- Fluency in French and Arabic an advantage.

Conditions:

- 6 months renewable starting asap
- Housing allowance: \$700
- Perdiem allowance: \$750 (25\$ a day)
- Transportation allowance: \$132
- Provision of medical, repatriation insurance.
- 2 return flights to Home.

To apply, please send your CV and cover letter to diane@careliban.org.