# Intern Role Description

**TITLE:** Finance Intern

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| 1. **MAIN PURPOSE OF JOB**   To provide finance support to The Leprosy Mission International, working across implementing countries to improve financial reporting. |
| 1. **POSITION IN ORGANISATION**   Reports to the Head of Finance and is a member of the Finance team. |
| * **SCOPE, DUTIES & KEY RESPONSIBILITIES**   This internship is an opportunity to get involved in supporting the Finance team on the following specific areas:   * Supporting the International office Finance team during the Annual external audit process * Assist the finance team in review of annual project finance reports and make recommendations as necessary * Review of the International Office Finance manual * Analyse the monthly financial reports produced by the International office team. Compare the data with budgets, actual and forecasts and identify any trends and variances that determine the current financial position. * Liaise with member countries and collate audited financial reports to aid the preparation of the Global accounts * Assist in the development and implementation of global financial policies and procedures * Ability to work cross team providing financial support to finance managers working overseas * Supporting the Members of our Global Fellowship and responding to any queries/requests that they may have in a cooperative, courteous, and timely manner * Be a part of faith-based devotional sessions in the office * Perform ad-hoc duties as requested by the Head of Finance   The above list reflects the areas where intern support is required; it is not intended to be a task list but indicates the general level of work involved. It is expected that duties can vary as required  We recognise Volunteers and Interns much-needed primary experience at the start of their careers. Providing your time and skills to TLMI is a two way process. There are mutual responsibilities and benefits. In return for the time and commitment to TLMI volunteers and interns you can expect to benefit in the following ways:   * TLMI provides a great opportunity for anyone wanting to gain experience of working in the International Development sector and gaining an insight into the work of an International non-Governmental Organisation ( NGO) * A way of developing new skills or building knowledge related to our areas of work and expertise. * Support to make the best possible use of your skills and provide training where appropriate. * Contribute and being part of our work towards Leprosy Defeated, Lives Transformed. * Opportunity to actively participate in our daily devotions to God. * References available for your future employment opportunities. |
| * **QUALIFICATIONS AND PERSON SPECIFICATION** * Undergraduate in course of achieving a Diploma and or Degree in a related discipline * Excellent interpersonal skills with the ability to communicate with staff * Ability to work under pressure and to prioritise for self * Ability to capture, analyse and interpret data * Self-motivated with the capacity to work on own initiative, as well as part of a wider team with a can do attitude * Enjoy working with people from many different backgrounds, with the ability to influence cross culturally * Excellent written and verbal communication skills – able to write and communicate successfully online * Excellent organisational and planning skills, able to meet deadlines – prioritisation of multi-tasks, time management * Good attention to detail – checking accuracy of financial reports * ICT literate – Intermediate level Microsoft Office Word, Excel and PowerPoint * Confident database, Internet and Email user * Ability to maintain confidentiality * Commitment to the values and vision of the Leprosy Mission International. * Show strong commitment and fully support all our policies and procedures and particularly our data protection, safeguarding of children, young people, and adults at risk policies in all circumstances. |

1. **ABOUT US**

The Leprosy Mission (TLM) is an international Christian organisation which helps people affected by leprosy. Founded in 1874, The Leprosy Mission is the oldest and largest leprosy-focused organisation in the world today.

**For more information please visit:**

Website: [www.leprosymission.org/about-us](http://www.leprosymission.org/about-us)

Facebook: [facebook.com/TheLeprosyMissionInternational/](https://www.facebook.com/TheLeprosyMissionInternational/)

Twitter: [twitter.com/Leprosymissint](https://twitter.com/Leprosymissint)

LinkedIn: [linkedin.com/company/1564608](https://www.linkedin.com/company/1564608)