



## FOUNDATION FOR PARTNERSHIP INITIATIVES IN THE NIGER DELTA

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Request for Applications – Internship to support PIND’s Warri & PHC EDCs Finance Unit

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### **BACKGROUND**

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The Foundation for Partnerships Initiatives in the Niger Delta (PIND Foundation) is a non-profit foundation that promotes peace and equitable economic growth in Nigeria's Niger Delta region through multi-stakeholder partnerships. This work is funded with the support of esteemed partners and collaborators. PIND works in concert with Washington DC-based Niger Delta Partnership Initiative (NDPI) Foundation.

The Foundation also works closely with numerous partners to implement collaborative market-based, community-owned programs to mitigate conflicts and boost economic opportunities for local businesses, ensuring that economic progress occurs in a systemic, inclusive, and sustainable manner, and has projects spanning the nine states in the region: Abia, Akwa Ibom, Bayelsa, Cross River, Delta, Imo, Ondo and Rivers, with special focus on the underserved and hard to reach coastal communities of the region that are most forgotten in development programming.

PIND strongly believe that no single organization can solve the complex and interconnected development challenges in the Niger Delta. Since 2010, PIND and partners have been contributing to strengthening and stabilizing the region by reducing poverty, powering coastline communities, nurturing youth employment, fostering stability, and enabling development.

The Foundation established an internship program to allow students and young graduates to develop their professional interests and capacity in their chosen career paths in fields related to PIND’s programs and operations. The internship provides opportunities to share ideas and have exposure to PIND’s programs and projects, with the following key learning goals:

- Learning how theoretical knowledge gained is applied in a practical professional setting
- Providing interns with an enriching professional work environment within PIND that would help career directions/decisions.

### **PROJECT BACKGROUND**

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The Finance team is responsible for managing all grants received from Donors (NDPI & others) and safeguarding assets. The team is spread across 3 office locations - Abuja, Warri and Port Harcourt providing support to all PIND’s programs ensuring that program deliverables are met and also in compliance with our donors, statutory requirements and accounting standards.



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### **PURPOSE OF THE ASSIGNMENT**

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To provide necessary support for the Economic Development Centers' Finance functions.

### **SCOPE OF LEARNING ACTIVITIES**

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At the end of this internship period, the intern should be able to process and assemble appropriate supporting documents for financial transactions and carry out basic finance functions after performing the following functions to support the Project Accountants in Warri & Port Harcourt:

1. Assist in payment processing (scanning documents to Approvers, Collating & attaching supporting documents)
2. Upload of payment advices to transactions
3. Printing and scanning of transactions.
4. Review of retirements and necessary postings
5. Advance account reconciliation and follow up with consultants to resolve pending advances.
6. Bank reconciliation
7. Banking activities
8. Other duties as may be assigned.

### **LOCATION**

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The Internship opportunity is at PIND's Economic Development Centre in Warri, Delta State and may spend at least 10% of their time in Port Harcourt, Rivers State.

### **COSTS**

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The Intern will be remunerated in accordance with PIND's internship policy.

### **DURATION**

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It is expected that this assignment will run for a total of 6 months starting from September 1, 2022 and be renewable for another 6 months after satisfactory performance.



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### QUALIFICATIONS

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#### Knowledge, Skills & Qualifications

- A minimum of B.Sc./H.N.D in Accounting, with **not more than two years post-graduation or two years post the national youth service (NYSC)**. A part qualification/ qualification of a recognized accounting professional body would be an added advantage.
- A self-starter with good time management, organisational skills and ability to multi-task.
- Demonstrated ability to work independently and as part of a team.
- Must be computer literate with strong analytical and numerical skills.

#### Additional Qualifications

- Excellent knowledge of data analysis and word processing tools (Microsoft Office Word, Excel, PowerPoint, etc.)

#### Experience

- Entry level.

### HOW TO APPLY

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Interested candidates should email the following documents to [internships@pindfoundation.org](mailto:internships@pindfoundation.org) with 'Finance Intern' as subject of email, not later than **Friday, September 9, 2022**.

1. Application letter of not more than two pages stating understanding of the assignment and suitability for the role
2. CV.
3. Candidates should clearly specify their state of origin in the submitted CV.
4. The position is in Warri and / or Port Harcourt and applicants should take this into consideration while sending in their applications.

Only shortlisted candidates would be contacted

#### Non-Discriminatory Clause:

PIND Foundation provides equal opportunity in employment and engagement for all persons, vendors, and contractors, and prohibits unlawful discrimination and harassment in all aspects of a contractual engagement or employment because of age, sex, gender, marital status, disability, nationality, race, religion or any fact.