

Job Title: Operation Support Intern, BSS Rwanda

Requisition ID **43971** - Posted - **Business Operations - Non-Permanent Worker - NPW**

The British Council builds connections, understanding and trust between people in the UK and other countries through arts and culture, education and the English language. We work in two ways – directly with individuals to transform their lives, and with governments and partners to make a bigger difference for the longer term, creating benefit for millions of people all over the world. We help young people to gain the skills, confidence and connections they are looking for to realise their potential and to participate in strong and inclusive communities. We support them to learn English, to get a high-quality education and to gain internationally recognised qualifications. Our work in arts and culture stimulates creative expression and exchange and nurtures creative enterprise. We connect the best of the UK with the world and the best of the world with the UK. These connections lead to an understanding of each other's strengths and of the challenges and values that we share. This builds trust between people in the UK and other nations which endures even when official relations may be strained. We work on the ground in more than 100 countries. In 2019-20 we connected with 80 million people directly and with 791 million overall, including online and through our broadcasts and publications.

[Operation Support Intern, BSS Rwanda](#)

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Role Purpose

The internship programme is aiming to build skills of young finance professionals while creating a talent pipeline for the British Council.

We are seeking highly motivated individuals who wish to gain professional experience in financial management, financial procedures and practices, and analysis of budgeting, accounting and financial requirements within an international organization in order to supplement their studies for a full-time internship position. The Internship Stipend will be equivalent to 300 GBP, gross.

This requires a well-organized, adaptable, self-starter, with great attention to detail and good communication skills.

Note:

This is a short-term intern position; intern roles are not a prelude to longer term employment with the organization. If opportunities for further paid employment arise, these will be advertised, and interns who apply will be considered against the same criteria as other applicants.

Necessary adjustments will be made for staff with disability where necessary.

Main accountabilities but not limited to the following:

Under the overall guidance of the Country Director (“CD”) and the Office Administration Manager, the intern duties will include:

- Support payment processes including reviewing and scan invoices for payment post-due diligence by Accountants/Senior Accountants
- Provide support in preparing MoMo (Mobile Money) payments.
- Provide support as required with manual journals, accounting adjustments and off-system payments requests ensuring accuracy and compliance with relevant policies.
- Support the income recognition process by extracting relevant reports and working with the customer service and exams dept.
- Support reconciliation of all relevant accounts and ensure that is completed to corporate standards.
- Maintain and file financial records as per corporate policy.
- Complete travel & expenses audits as per policy
- Complete monthly cash journals reconciliations
- Submit relevant documents to the local bank as required.
- Supporting with project arrangements such as venue bookings and other logistics
- Communicating with suppliers, participants, and other stakeholders about project activities
- Support the preparation of local tax submissions and other statutory returns.
- Assist with the provision of information to internal/external auditors.

- Reasonable request by your line manager, for example: ad hoc requests from the cluster, or region, assisting with preparing for NAO and Internal Audit visits, external auditors' requests, any special

change projects or initiatives to change procedures, etc.

- Learning and development opportunities for the intern:
- General understanding of the work and mission of the British Council (and international, not-for-profit Organisation) and how it contributes to the development of the Rwanda's prosperity and stability.
- Insight and hands-on experience in administrative functions, finance management and stakeholder management in a formal setting.
- Becoming familiar with working in an International organization and in a multicultural environment.

Role specific knowledge and experience:

Essential requirements:

- Be a recent graduate (graduated within the last 3 years) in finance, accounting, business economics, or a related field with excellent organizational skills and the ability to multitask.
- 0 to 2 years working experience in Finance and Resources

Desirable:

- First Degree in finance/ administration related field.
- Be computer literate with proficiency in the use of MS Outlook, Word, MS Excel and PowerPoint.
- Knowledge of local regulations and processes.
- Proven work experience as an Administrative Officer, Administrator or similar role and ideally Finance experience.

Further Information

- **Contract Type: One (1) Year Fixed Term Contract**
- **Location: Kigali, Rwanda**
- **Additional information**
- **Language requirements: Strong written and oral English communication skills. Good written and spoken English and Kinyarwanda (Aptis – B1)**
- **The Role holder must have existing rights to live and work in the country where the role is based.**
- **Closing Date: August 20. Applications will close at 23:59 East African Time**

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Equality , Diversity, and Inclusion (EDI) Statement

The British Council is committed to policies and practices of equality, diversity and inclusion across everything we do. We support all staff to make sure their behaviour is consistent with this commitment. We want to address under representation and encourage applicants from under-represented groups, in particular, but not exclusively, on grounds of ethnicity and disability. All disabled applicants who meet the essential criteria are guaranteed an interview and we have Disability Confident Employer Status. We welcome discussions about specific requirements or adjustments to enable participation and engagement in our work and activities.

The British Council is committed to safeguarding children, young people and adults who we work with.

We believe that all children and adults everywhere in the world deserve to live in safe environments and have the right to be protected from all forms of abuse, maltreatment and exploitation as set out in article 19, UNCRC (United Nations Convention on the Rights of the Child) 1989.

Appointment to positions where there is direct involvement with vulnerable groups will be dependent on thorough checks being completed; these will include qualification checks, reference checks, identity & criminal record checks in line with legal requirements and with the British Council's Safeguarding policies for Adults and Children.

If you have any problems with your application please email askhr@britishcouncil.org

Please note: Applications to this role can only be considered when made through the Apply section of our careers website. Our 'ASK HR' email is only to be used in case of a technical issue encountered when applying through the careers website. Emails with supporting statements and CV/Resumes sent to this email address will not be reviewed and will be deleted.