



VVOB - Education for Development – Finance Officer Intern

Job opportunity

You will be contributing to the ambition and values by taking initiative whenever necessary to ensure the implementation of a high-quality management of financial resources at the VVOB country office.

Your role will be to ensure quality is built into Catch Up projects and that clear, well thought through approaches are developed, implemented, reviewed and documented. All these have a strong focus on the sustainability of Catch Up and independent work by all MoE staff.

The Finance Officer Intern will report to the Financial Controller. You will be part of and work closely with members of the operations team in the Zambia Office. Furthermore, you work closely with the other departments in your country.

- You provide accounting and administrative support, including reporting, bookkeeping, ...
- You ensure timely payments to partners and providers and review the timely cash position of our local accounts.
- You administer the budget, contract management system, and inventory asset list.
- You facilitate continuous improvement, knowledge building and knowledge sharing on financial operations.
- Supportive environment enabling continuous professional development.