



Information Pack for the Role of **Intern, Finance and Office Assistant**

World Scout Bureau Africa Support Centre,
Nairobi, Kenya

April 2019



SCOUTS[®]
Creating a Better World



World Scouting

"The Mission of Scouting is to contribute to the education of young people, through a value system based on the Scout Promise and Law, to help build a better world where people are self-fulfilled as individuals and play a constructive role in society."

The **World Organization of the Scout Movement** (WOSM) is one of the largest youth organisations in the world. Scouting is a grassroots educational youth movement that is truly bottom-up in its structure and approach in engaging young people from all over the world.

World Scouting today is a confederation of 170 National Scout Organizations (NSO) in a network of over 50 million Scouts in more than one million local community Scout groups. Some seven million members are volunteers who support the local activities, resulting in a huge multiplier effect.

Through peer-to-peer leadership supported by adults, each local Scout group embraces the same set of values illustrated in the Scout Promise and Law. Each of our 1.5 million local Scout groups follows a similar system of non-formal education suited to the unique aspects of their local community.

WOSM is an independent, worldwide, non-profit and non-partisan organisation, which serves the Scout Movement through its NSO members. Its purpose is to promote unity and the understanding of Scouting's purpose and principles, while facilitating its expansion and development.

The **World Scout Bureau** (WSB) is the Secretariat of the World Organization. It comprises of 140 professional staff, based in nine support centres worldwide:

- Belgium, Brussels (Europe Support Centre)
- Egypt, Cairo (Arab Support Centre)
- Kenya, Nairobi (Africa Support Centre)
- Malaysia, Kuala Lumpur (Global Support Centre)
- Philippines, Makati City (Asia-Pacific Support Centre)
- Panama, Panama City (Interamerica Support Centre)
- Switzerland, Geneva (Global Support Centre)
- Switzerland, Geneva (Europe Support Centre)
- Ukraine, Kiev (Eurasia Support Centre)

Intern, Finance and Office Assistant

Reporting to:	Accountant
Location:	World Scout Bureau Africa Support Centre, Nairobi, Kenya
Duration:	Five months

Summary

The Intern, Finance and Office Assistant supports the accountant by maintaining financial records, a filing system for the WSB Africa Support Centre's financial and administration tasks, and a documentation system for stores, stationery materials, inventory of properties, and other administrative matters.

Key responsibilities

Finance

- Maintain cheque books and payment vouchers
- Update monthly transactions in the Financial Management System
- Ensure that office/project disbursements are supported by the necessary documentation
- Responsible for inputting/booking all financial data/transactions
- Prepare monthly bank, debtors and creditors reconciliations, and resolve any discrepancies
- Reconcile monthly, the inter-office account and the accounting file
- Undertake with the supervision of the Accountant, WSB Africa Support Centre's procurement (logistics), follow-up, and complete all formalities and custom clearance
- Ensure that all statutory and others lawful staff deductions are effected on a timely basis

Administration

- Ensure that procurement procedures for office equipment and supplies are followed up on
- Ensure availability of office supplies
- Welcome and direct office visitors
- Responsible for Scout shop sales and maintain accurate inventory records
- Operate the telephone switch board
- Perform other tasks as may be allocated by the Head of Finance and Administration

Qualifications and personal abilities

- Holder of at-least CPA part 2 or ACCA part 2. A Bachelor of Commerce degree with Accounting Option may be accepted.
- Good organisational skills and ability to manage data and information and to prepare accounts and/or financial reports
- Ability to communicate fluently in English and ability to communicate in a second language (preferably French) will be an advantage

Working relationships

- **Internal:** liaise with the Line Manager and WSB colleagues at the regional and World levels to maintain good internal relations and collaboration with NSOs throughout the duration of assignment
- **External:** strive to ensure the establishment and maintenance of good relations with key external stakeholders and partners

Summary of employment

Terms and Conditions

- The WSB offers a range of tangible and intangible working benefits.
- This role is an internship position with a fixed term duration contract of five (5) months.
- Contractual hours of work are 40 hours per week, Monday to Friday. However, additional time may be required for the effective performance of the role for which there will be no additional remuneration. The successful candidate must be willing to work during the evenings and on weekends when necessary, for which reasonable time off in lieu may be given.
- The leave entitlement is 30 days per annum (prorated to 5 months), plus public holidays in Kenya.
- The WSB will cover an economy class return flight from the home country to Nairobi, Kenya, and visa processing costs, if applicable.

How to apply

All interested applicants should submit their applications no later than 5:30pm (GMT+3) on **Friday, 12 April 2019**, and should include:

- a curriculum vitae with full details of education (and previous experience if applicable)
- a cover letter outlining your suitability for the role, relating your skills, knowledge, and experience to the requirements of the job description and profile specification. Your particular interest in applying for this role should also be outlined.
- details of at least two people who can provide appropriate references

Applications should be sent by e-mail to **africa@scout.org** addressed to:

The Regional Director
World Scout Bureau Africa Support Centre
P. O. Box 63070 - 00200
Nairobi, Kenya

The WSB is committed to making appointments on merit by a fair and open process, taking due account of equality and diversity.