# Finance Assistant (Volunteer)

*Ref: 2016-06 Finance Assistant*

*Supervised by: Finance and Administration Team Leader*

*Location: Justice and Reconciliation Project, Gulu, Uganda*

*Duration: 6 months, July through to December, 2016; start date 1 July 2016.*

*Classification: Voluntary position*

*Application deadline: Applications will be reviewed as soon as they are received, so please endeavour submit your application as soon as possible.*

## Instructions

1. After completing this form, email it as an attachment to **interns@justiceandreconciliation.com** with the subject line ‘Finance Assistant [Your Name]’. Please do not attach any other files to your email.
2. Questions with \* must be answered.
3. Incomplete applications or applications that do not comply with the instructions will not be reviewed.

## Application Form

|  |
| --- |
| **Bio-data** |
| First (given) name\* |  | Surname\* |  |
| Email Address\* |  |
| Physical/Postal Address |  |
| Telephone No.\* |  |
| How did you find out about this position? |  |
| **Application** |
| Motivation\*Why are you applying to this position? (max 250 words) |  |
| Experience\*Describe the relevant experience you have (max 250 words) |  |
| Skills and qualifications\*What relevant skills and qualifications do you have? (max 250 words) |  |
| Personal web page(s**)**Include websites and social media profile addresses. |  |
| **Attachments** |
| Resume**/**CV\*Paste your CV/Resume here. Information should include details about your education, professional experience, and referees. |  |
| **Declaration** |
| By submitting this application, I certify that all information provided in this application and in documents submitted is true, accurate and correct to the best of my knowledge. I will notify the Justice and Reconciliation Project if any of this information changes. I understand that false statements may result in the revocation of any offer made and/or any appropriate action by or on behalf of the Justice and Reconciliation Project.  |
| SignedType your full name in CAPITAL LETTERS to indicate consent to the above. |  | Date |  |