# 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**](mailto: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. | | | | | |
| Signed  Type your full name in CAPITAL LETTERS to indicate consent to the above. |  | | Date | |  |