

FINANCE & PROCUREMENT INTERN, LEBANON

Finance and Procurement Intern, Lebanon

- 2-3 days, in Ashrafieh, Beirut office, ideally starting August 2024.
- Unpaid internship.

Seenaryo is seeking a Finance and Procurement Intern to support the Seenaryo team in Lebanon. The intern will be based in our office in Ashrafieh, Beirut, with field visits across the country. This internship offers a learning experience and opportunity to develop skills in financial management, accounting and procurement. The Finance and Procurement intern will report to Seenaryo's Finance and Procurement Coordinator in Lebanon and will work closely with the whole Lebanon team. The intern will also interact with Seenaryo's team of 50+ freelancers and suppliers in Lebanon. S/he should have a background in finance or related fields.

Finance and Accounting:

- Learn to prepare monthly expenditure and accounting reporting (petty cash and bank logs).
- Support in reporting financial expenditures, conducting bookkeeping, Quickbooks systems and maintaining financial records.
- Oversee Seenaryo's bank account and prepare cheques, bank letters and transfer requests.
- Conduct filing and ensure all documentation is recorded, saved, and filed based on Seenaryo and funder standards.
- Contribute to all implementations of financial policies and procedures.

Procurement:

- Support in collecting quotations from different suppliers and at a competitive price for project and office materials and services.
- Receive offers from suppliers, prepare quotation analysis and present them.
- Liaise with Project Managers and operations team to draft purchase orders and service contracts, terms of reference, etc. and ensure they are on file.
- Learn and contribute to office assets registration, maintenance and management.
- Support operations in all procurement issues and troubleshooting.

Essential Qualifications and Experience:

- Undergraduate or fresh graduate of Business Administration, Economics, Finance, Logistics or any supply chain related majors.
- Good written and spoken Arabic and English.
- Computer literacy, including Microsoft Office & Google Suite skills, and Zoom.
- Willing to learn, interpersonal skills, flexibility, adaptability, initiative and ability to take responsibility.

Desirable skills and experience (non-essential):

- Knowledge in accounting systems (e.g. Quickbooks)
- Past volunteering or working experience with community teams, e.g scouts, community initiatives, etc.
- Car & driving licence (preferred).

How to apply

To apply, please fill out [this application](#) form by **Sunday 21st July 2024 at 6pm (Beirut time)**. We will contact the shortlisted candidates for interviews after the closing date.

About Seenaryo

Seenaryo is a leading specialist in theatre and play-based learning with under-served communities in Lebanon, Jordan and Palestine. We use theatre and play to transform education and support people to learn, lead, heal and thrive in their classrooms and communities. Having reached over 135,000 children, youth and women since 2015, Seenaryo was winner of the Arts, Culture & Heritage prize at the 2023 UK Charity Awards, has received a 2023 Innovation Award from TheirWorld, and was one of Expo 2020 Dubai's 120 Global Innovators.

In 2023, Seenaryo created 44 original theatre productions. We also trained 834 teachers to transform learning through play using the Seenaryo Playkit mobile phone app, reaching 12,645 schoolchildren.