



Women Across Differences Placement Description

WAD is looking for two people to fill this placement. This is an unpaid position, however we would be happy to provide a reference, or provide an internship position to support students.

Position Title: Finance Officer

Purpose: WAD is a small organization that relies heavily on funding from donor agencies. Therefore, it is important that we carefully document our spending and ensure that money is allocated properly.

Key Responsibilities:

- Document and maintain accurate financial statements
- Prepare budget
- Prepare cash flow forecast
- Prepare payment vouchers

Time commitment: 1-2 half days per week. However, we recognize that the person will have other commitments and WAD is willing to be flexible with their schedule.

Skills Needed: Currently studying finance/ accounting, or works in a relevant field.

If you are interested in this position, please fill out an application form or call the WAD office at 227-3974.