



VACANCY

FINANCE INTERN

Background

Finance and Administration Department plays a vital role in making sure that UI's planned activities are run and implemented smoothly by making sure funds availability, timely preparation of financial transactions, timely preparation of budget implementation report and giving other necessary support.

The Finance intern will be exposed to realities of Accounting and finance by being part of the team in the day-to-day operations of the department. He /She will work closely with UI's Finance Officer who will supervise him/her.

Main Task

The intern will be mainly responsible for assisting in maintaining an efficient and accurate accounting function of the Finance Department.

Major Activities/Specific Assignment

- Preparation of payment vouchers and writing of the cheques
- Updating Cashbook
- Assist in preparation of Bank and Petty cash reconciliation
- Filing of Finance documents (receipts, vouchers etc) and ensure accurate record keeping
- Assist in review and verification of staff imprest retirements
- Assist in the review of payment vouchers to ensure document completion
- Assist in the preparation of Statutory Reports/ Returns
- Other assignment as given by Director of Finance and Administration.

Qualifications of the Policy and Research Intern

- Must hold a Bachelor's degree in Finance or Accounting
- The ability to work effectively both independently and as part of a team
- Proficiency in Excel

Duration

The Finance Intern will be provided with an initial three months contract, which will be renewable upon his /her performance.

Compensation

The Finance Intern will be reimbursed according to the Institute's policy on Internship compensation.

How to Apply:

Interested candidates should submit their applications via recruitment@uongozi.or.tz with the following subject line "Finance Intern". The application should include:

- A Curriculum Vitae (CV) with email and phone details
- An application letter talking about your skills and why you would like to intern at UONGOZI Institute
- Contact details for three referees.
- Scanned/certified copies of certificates.

Your application must be received by 5.00 pm 17th March, 2017.

We regret that we will not be able to contact unsuccessful applicants.