



Job Title:	Finance & Administration Intern (01)
Reports To:	Finance & Admin Assistant
Direct Reports:	None
Contract Duration:	Five Months
Duty Station:	Dodoma- Tanzania

Purpose of the Role.

The purpose of the Finance & Administration Intern role is to provide support to the Finance & Administration Unit while gaining practical experience in financial operations, reporting, and analysis.

Specific Tasks

Accounting and Finance:

- i) Assist in assembling and preliminary checking of payment requisitions/invoices and other documents.
- ii) Support in the preparation of payment vouchers and cheques in accordance with company procedures.
- iii) Assist in ensuring payments acknowledgment by all beneficiaries.
- iv) Support in maintaining proper filing of all the relevant payment documents for ease of future reference.
- v) Assist in ensuring all payment documents are properly stamped as 'PAID'.
- vi) Assist in receiving, assembling, and preliminary checking of travel accountabilities and forwarding them for further

checking and authorization

vii) Support in maintaining a file with copies of authorized travel advance requests as well as corresponding

accountability summaries.

viii) Support in ensuring transactions made during the week are fully entered into the Accounting System.

ix) Support in maintaining and updating the inventory register.

x) Support the tracking and follow-up on staff travel advances to ensure timely accountability.

xi) Assist in basic data entry and maintenance of the fixed assets register in the Accounting System.

Administration:

a) Front Office management

i) Support the maintenance of the general filing system and file all correspondence (Service Providers, Administration, and Projects)

ii) Assist in enhancing the corporate image of Kilimo Trust through proper organization of the front office desk and office surroundings.

iii) Support the coordination of internal meetings, including scheduling and preparing agendas.

b) General Administration

i) Assist in coordinating travel logistics for staff.

ii) Support in the coordination of procurement of goods and services while ensuring value for money.

iii) Assist in preparing correspondence and memos to staff in relation to office operations.

iv) Support in organizing events and making relevant logistical arrangements.

v) Support in managing office equipment, liaise with service providers for printers, copiers, and internet.

vi) Support digital archiving of documents, ensuring all files are scanned and saved on the server/cloud.

Technical Competence Requirements

- a) Basic experience in the use of spreadsheets is required.
- b) Basic understanding of generally accepted accounting principles and Financial Reporting Standards.
- c) Basic skills in accounting and bookkeeping.
- d) Ability to maintain strict confidentiality while performing different duties.
- e) Basic experience in general Office Administration is required.
- f) Honest and trustworthy.
- g) Ability to multitask and prioritize work in a dynamic environment.

Educational Qualifications and Experience Required.

- a) Must be a graduate with bachelor's degree in accounting, business, finance, or related discipline.
- b) A minimum of one year's experience doing Finance, Accounting, and Administration work.

How to Apply

If you are the right candidate, please send your application letter plus the following:

An up-to-date CV, highlighting relevant skills and experiences in line with the role.

The names and contacts (email & telephone) of three referees. One must be your immediate supervisor.

Copies of Academic qualification Certificates and "O" & "A" level certificates.

Your daytime contact telephone number

Please submit through the Kilimo Trust online recruitment system, addressed to the Human Resource Manager

Closing Date: 30th April 2026.

Only shortlisted candidates will be contacted.

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