

POSITION: FINANCE INTERN

Department: Finance | Reports to: Finance Officer | Location: Dar es Salaam

1. Position Summary

The Finance Intern will support the Finance Department in day-to-day accounting and administrative tasks under the supervision of the Finance Officer and Finance Manager. This is a learning-oriented position designed for a motivated, detail-driven fresh graduate eager to build a strong foundation in financial management, compliance, and accounting practice within a professional environment.

The intern is not expected to have prior work experience. However, they are expected to demonstrate intellectual curiosity, a willingness to learn, accuracy in their work, and a high standard of personal integrity.

2. Roles & Responsibilities

A. Accounting & Transaction Support

- Assist in recording financial transactions in the accounting system (e.g., QuickBooks or ERP) under supervision
- Support proper coding and filing of supporting documents for all transactions
- Help maintain updated cashbooks by entering data accurately and on time
- Assist in preparing and posting journal entries with appropriate narrations and documentation

B. Payments Processing Support

- Assist in preparing payment vouchers and verifying that required supporting documents are complete

- Support the processing of staff-related payments such as advances, imprests, and reimbursements
- Help track statutory payment schedules (PAYE, NSSF, WHT) and ensure documentation is organized

C. Advances & Imprest Tracking

- Maintain and update the staff advances and imprests tracking schedule
- Follow up with staff to ensure retirement of imprests within policy timelines
- Flag outstanding or overdue balances to the Finance Officer for escalation

D. Cash, Bank & Mobile Money Reconciliations

- Support the preparation of monthly bank reconciliations by gathering statements and transaction listings
- Assist in reconciling mobile money transactions (e.g., M-PESA) against the ledger on a monthly basis
- Help investigate and flag any discrepancies identified during reconciliation

E. Filing & Record-Keeping

- Maintain organized physical and digital files for all financial documents
- Ensure documents are properly labeled, complete, and retrievable at all times
- Support the team in keeping financial records audit-ready

F. Monthly Close Support

- Assist in month-end tasks such as posting entries, updating schedules, and organizing reconciliation files
- Support preparation of the monthly imprest aging report
- Help ensure all supporting schedules are complete and submitted on time

G. Fixed Assets

- Assist in updating the fixed asset register
- Support periodic asset verification exercises
- Help maintain documentation for asset acquisitions and disposals

H. General Support

- Provide administrative and logistical support to the Finance Department as needed
- Liaise with program and operations teams to follow up on outstanding financial documents
- Support the Finance Officer in any other duties assigned by the Finance Manager

3. Minimum Qualifications

- Bachelor's degree (recently completed or awaiting graduation) in Accounting, Finance, Commerce, Business Administration, or a related field
- Minimum cumulative GPA of 4.0 or equivalent academic distinction
- Fresh graduate; no prior work experience required
- Basic familiarity with Microsoft Excel and Word
- Foundational knowledge of accounting principles (e.g., double-entry bookkeeping) gained through academic study

4. Key Competencies & Skills

Technical Skills

- Foundational knowledge of financial accounting concepts and principles
- Basic proficiency in Microsoft Excel (data entry, simple formulas, formatting)

- Ability to learn accounting software (QuickBooks or similar ERP) quickly
- Conceptual understanding of statutory obligations such as PAYE, NSSF, and withholding tax

Personal Attributes

- High attention to detail and accuracy - this is non-negotiable in a finance environment
- Integrity and confidentiality - ability to handle sensitive financial information with discretion
- Eagerness to learn - proactively asks questions, takes notes, and seeks to understand
- Organized and methodical - able to manage documents and tasks systematically
- Reliable and punctual - meets deadlines and communicates proactively when challenges arise
- Collaborative - works well with colleagues across departments
- Ambitious and self-motivated - driven to grow professionally

5. Note to Applicants

This internship is designed as a structured learning opportunity. The selected candidate will work closely with experienced finance professionals and will be given increasing responsibilities as they demonstrate competence and initiative. We are looking for someone who is sharp, hungry to learn, and ready to contribute meaningfully to the team from day one.

6. Application Process

All applications should be submitted through this [form](#). AFO is an equal opportunity employer and encourages candidates from diverse backgrounds to apply.