



Job Description

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Job Title Accounting Intern	Job Location Dar es Salaam	Category -
Job Type Internship	Job level Entry	Industry -
Open to Expatriates Only Open to Tanzanian Nationals		

Minimum Requirements

Min Budget -	Max Budget -	Primary Industry -
Secondary Industry -	Primary Category -	Secondary Category -
Certificate -	Qualification -	

Summary

As a federal enterprise, GIZ supports the German Government in achieving its objectives in the field of international cooperation for sustainable development.

The GIZ programme 'Improving Health Care Provision in Tanzania' (IHCP) is looking to for an Accounting Intern.

Responsibilities

Responsibilities

- The accounting intern provides support in
- dealing with all questions arising in this area
- identifying relevant problems and issues and assisting in formulating implementation-oriented solutions
- further developing instruments and assisting in introducing innovation and change
- managing knowledge by disseminating and documenting know-how, experience and information.

Tasks

1. Managing the daily cash fund

The Accounting Intern

- responsible for cash based on the vouchers collected daily
- reconciles the cash book and cash account daily
- reports any surplus or shortfall in cash
- reports without delay if the cash holding reaches a minimum level

2. Internal control

The Accounting Intern

- Involved in drawing up the annual internal controlling schedule and reports

3. General services

Th Accounting Intern

- maintains an inventory for the office bills/processes overtime applications from office and project/programme staff
- processes settlement of applications for the reimbursement of travel expenses
- draws up and updates the fee schedule for (national) individual appraisers

4. Other duties/additional tasks

The Accounting Intern

- performs other duties and tasks at the request of management

Education & Qualifications

Required qualifications, competences and experience

- qualification in business administration with a focus on accounting or related area
- Students, fresh graduates or young professionals currently perusing higher studies (students who have completed graduation or higher studies not more than 6 months ago)
- initial experience (internship or similar) in this area

Requirements

Other knowledge, addition al competences

- basic knowledge of accounting software
- good working knowledge of ITC technologies (related software, phone, fax, email, the internet) and computer applications (e.g. MS Office)
- good knowledge of the European language widely used in the country, ideally a knowledge of German
- willingness to upskill as required by the tasks to be performed – corresponding measures are agreed with management

Driving Licence

Not Required

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