



Job Description

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Job Title Finance Assistance Intern	Job Location Dar es Salaam	Category -
Job Type Internship	Job level Internship	Industry Construction

Open to Expatriates
Only Open to Tanzanian Nationals

Minimum Requirements

Min Budget -	Max Budget -	Primary Industry Construction: 1 Years
Secondary Industry -	Primary Category -	Secondary Category -
Certificate -	Qualification -	

Summary

The role of the Finance Intern is to support the Finance Department in maintaining accurate bookkeeping, facilitating document sharing with accountants, assisting with cost allocation, and managing accounts payable processes.

Responsibilities

- Provide day-to-day support for the accounts payable process.
- Assist various departments with account reconciliations.
- Support the preparation of month-end financial accruals.
- Assist in planning and forecasting facility supply demand.
- Contribute to the creation and maintenance of financial reports to support business operations.
- Assist accountants in preparing for and responding to internal and external audits.
- Ensure accurate bookkeeping and effective record management for all accounting activities.
- Support cost allocation analysis to ensure accurate financial reporting.
- Track and manage day-to-day costs to support budgeting and expense control.
- Maintain and manage the company's record retention and archiving program, including product and source code documentation.
- Provide support to both the Financial Controller and the Business Controller.
- Perform any other duties as assigned by the Financial or Business Controller.

Education & Qualifications

A Bachelor's degree in Finance, Accounting or any related field

Characteristics

- MS Office skills, in particular strong Excel skills are essential.
- Result oriented and capable of working with strict guideline.
- Responsible, accountable, proactive.

Reporting To

Financial Controller/ Business Controller

Driving Licence

Not Required

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