



JOB TITLE: Finance Interns

FHI 360 is a non-profit human development organization dedicated to improving lives in lasting ways by advancing integrated, locally driven solutions. Our staff include experts in Health, Education, Nutrition, Environment, Economic Development, Civil Society, Gender, Youth, Research and Technology; creating a unique mix of capabilities to address today's interrelated development challenges. FHI 360 serves more than 60 countries. Currently, we are seeking for four (4) Finance Interns in Dar es salaam for its USAID EpiC project.

Main Function: The Finance Intern will support the Finance department in all aspects related to finance and accounting activities within the organization. S/he will provide support in areas of financial management, accounting and record keeping within finance and ensure that all functions under the implementing partners are conducted in an efficient manner and in compliance with USAID and FHI360 policies, procedures and regulations. The position requires close collaboration with the Senior Finance officer to ensure application of FHI 360 and USAID regulations, policies and practices.

Specific Responsibilities:

- Review of partner's claims for arithmetic accuracy in line with supporting documents and reporting requirement standards
- Prepare payments to ensure documentation and process are in line with FHI360 cost principle requirements
- Record accounting transactions to ensure costs are charged to correct FCO in the accounting system (GFAS)

- Prepare Bank Reconciliation (Tzs account and USD account), Petty Cash reconciliation and follow up for any outstanding or differences.
- Ensure proper filling of all financial documents, scanning and uploading the scanned financial documents (AP, JV and others) to the SharePoint.
- Prepare reconciliations with respect to balance sheet items, vendors, inventory etc.
- Participate in Preparation of monthly financial reports (month end closure activities) and ensure submissions are in accordance with FHI 360 directives.
- Assist FHI360 staffs and partners to correctly interpret and apply FHI360, USAID, and Project policies, systems, and regulations related to finance and budget management.
- Collaborate with the finance team in audits preparation and assist in ensuring that the audit recommendations are effectively implemented.
- Any other duties assigned by supervisor.

Qualifications:

- Bachelor’s Degree in Finance, Accounting and Business Administration.
- Good attention to detail, report writing and documentation skills.
- Ability to adapt easily to changing needs and patterns of work.
- Proficiency in Microsoft Office applications such as MS Word, Excel, PowerPoint.
- Ability to manage tight deadlines and deliver high volumes of work with minimal supervision.
- Ability to interact with senior staff with diplomacy and firmness.
- Good analytical, numerical and problem-solving skills
- Familiarity with or knowledge of donor-funded projects and grants management policies and procedures; experience with USAID will be an added advantage.
- Budget development skills with multi funding sources and general ledger skills.

How to Apply:

FHI 360 has a competitive compensation package. Interested candidates may apply online by uploading CV/Resume, Cover letter, Photocopies of Certificates and Names and Addresses of three (3) referees

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