



## INTERNSHIP OPPORTUNITIES

### ORGANIZATIONAL BACKGROUND:

CARE is a leading humanitarian organization dedicated to fighting poverty and social injustice and places a particular emphasis on women and girls, their dignity and empowerment to lead their communities out of poverty. In 2020, CARE worked in 104 countries, reaching 90 million people through more than 1,300 programs, with an annual budget of \$650 million. Every single one of those 90 million people has a story of resilience, community, strength, and hope for all things that bind us together, across every corner of the globe. CARE began working in Tanzania in April 1994, in response to the crisis in Rwanda and the subsequent influx of refugees into the Kagera Region of North-western Tanzania. Over the subsequent years, CARE Tanzania developed innovative education, health, microfinance, and environmental programs across most regions of the country. In Tanzania CARE works with the Government both in mainland and Zanzibar and other stakeholders to transform communities and ensure financial inclusion and independence, health and nutrition, climate-smart development resilience, especially for women and girls.

### JOB SUMMARY

CARE Tanzania seeks to recruit Finance Intern who will be responsible to support the accounts and grants daily activities and play a key role in provision of finance support.

The Finance Intern will report directly to the **Financial Analyst** and will be based in **Dar es Salaam**.

### OBJECTIVE OF THE INTERNSHIP:

- Review supporting documents and entries in the PS system to ensure validity, correctness and appropriate use of account codes and other required fields prior approval of the recorded transactions by budget holders.
- Review non-Purchase Order payments for compliance to ensure validity of transactions and completeness of supporting documents.
- Follow up with responsible officers to ensure timely clearance or collection of outstanding payables and receivables.
- Critical review of financial documents on the accuracy of chart field, compliance with national, CARE and donor policy and arithmetical accuracy of the voucher and its supporting documents before affecting payment.
- Ensure proper filing and management of financial documentation. That includes stamp "PAID" all paid financial documents before being securely filed.
- Process prepaid expenses and accruals and ensure that proper coding is done.
- Process liquidations from staff and sub-grantees and ensure that proper application is done.
- Ensure projects documentation and financial transaction including of those of partners follow Donor, CARE policies, statutory requirements and are well filed.
- Provide required support and details during internal and external auditors and respond to audit queries and follow up implementation of audit recommendations.
- Perform other duties as assigned by supervisor.

## **KNOWLEDGE AND SKILLS:**

- Bachelor's degree in accounting/finance/commerce or any other related field.
- Competent in the use of MS Office software (Excel, Word, Access, PowerPoint, etc and any other accounting software).
- Self-motivated, good organization and management skills including a demonstrated ability to prioritize workloads.
- Ability to work with multiple tasks, demands and deadlines, with a positive and constructive attitude under minimal supervision.
- Skill interpersonal skills.
- Time management skills.

## **BEHAVIOURS:**

- Hardworking with capacity to work independently.
- Honesty, integrity, open and transparent personality.
- Discretion and understanding of confidentiality issues.
- Excellent attention to details.
- Team player, working collaboratively towards achieving a team goal.
- Motivated, energetic and striving to support others.
- Excellent verbal and written communication skills.
- Excellent interpersonal and customer service skills.

## **MODE OF APPLICATIONS**

Only a letter of application and updated CV including names of at least 3 reputable referees with reliable contacts should be sent by email to Human Resources Department

[TZAHumanResourcesDepartment@care.org](mailto:TZAHumanResourcesDepartment@care.org) by CoB, 14<sup>th</sup> June 2024 at 1700hrs. Only shortlisted applicants will be contacted.

*CARE is an equal opportunity employer promoting gender, equity and diversity. Female candidates are strongly encouraged to apply. Our selection process reflects our commitment to the protection of children and vulnerable adults from abuse.*