



**Elizabeth Glaser  
Pediatric AIDS  
Foundation**

**VACANCY ANNOUNCEMENT**

Title: **Finance Intern**

Department: **Finance**

Location: **Arusha**

Reports To: **Senior Finance and Administration Manager**

Classification: **Internship**

**How will you fight for an AIDS-free generation?**

The Finance Intern reports to the Senior Finance and Administration Manager and Provides Finance professional support in day – to –day management

and functions in alignment with Foundation business strategy, established policies and procedures and donor rules and regulations.

**No two days are alike at EGPAF, but what can you expect in this role?**

**Essential Duties and Responsibilities**

**Duties Applicable:**

- Work towards the achievement of the Foundation’s goals effectively.
- Work in close collaboration and cooperation with the Finance Department and activity leads.
- Perform other work-related duties and responsibilities as may be assigned by Supervisor

**Specific Duties and Responsibilities:**

- Maintain and update Quick Book records including:
  - ✓ Keying data to the QBK for all payments made with clear narration.
  - ✓ Keying data to the QBK for all Journal Vouchers prepared with clear narration.
  - ✓ Update the QB on daily basis and provide daily QB balance
  - ✓ Generate reports on an ad hoc basis.
  - ✓ Ad hoc analysis of QBK data.
- Synchronize and facilitate mobile banking payment to various participants for all EGPAF supported trainings.
- Prepare vouchers listing invoice number, date, vendor address, item description, amounts and coding per accounting policies and procedures.
- Responsible for preparing and verification, cost allocation, fiscal coding and checking of arithmetical accuracy of expenses report received from to QBK.
- Contact/Focal person for all project office in all financial related matters.
- Participate /facilitate end of Month closing activities by generating reports from QBK and reconciling the general ledger accounts e.g. Preparation of Bank Reconciliation.
- Maintain/update: -
  - ✓ Travel Advance Register as well as communicating to staffs on advance account balances.
  - ✓ Event/Training payment facilitation report for the supported regions
  - ✓ VAT account from QuickBooks as well as share with P&L monthly
- Maintain copies of vouchers, invoices or correspondence necessary for files and ensure the same are sent to Dar on monthly basis.
- Back up all payment vouchers in an electronic format and ensure are kept in both OneDrive and Office Server folder.
- Monitors and ensure accountability/liquidation of all advances in accordance with the EGPAF established policies, procedures, and follows up with individuals to clear advances as needed.
- Daily monitoring of the bank accounts and cash levels.
- Act as backup to the Finance Lead
- Any other work-related duties that may be assigned by the Director of Operation/Senior Finance and Administration Manager.

### **To be successful, you will have:**

- A university degree from a recognized Institute in Finance, Accounting and Other related discipline.

- University Graduate or Minimum of 1 years' experience working in Finance departments.
- Basic Computer skills of Microsoft word excel and PowerPoint

**Bonus points if you have:**

- Knowledge with USG rules and regulations
- Experience with QuickBooks systems is an added advantage
- Strong interpersonal and communication skills
- Details oriented with excellent organizational skills
- Ability to maintain confidentiality and handle sensitive information
- Fluent speaking, reading, and writing of English Language

**Closing Date:** Until position filled

***Only shortlisted candidates will be contacted.***

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