



Power Providers

Internship Opportunity: Finance Intern

Company: Power Providers Ltd.

Location: Arusha

Start Date: November 11th, 2024

Power Providers Ltd is seeking a motivated and detail-oriented **Finance Intern** to join our team. If you are passionate about finance, eager to learn, and ready to contribute to a dynamic company, we encourage you to apply!

Key Responsibilities:

1. Generate quotations (proforma invoices) for Power Providers clients in collaboration with the systems design and stores departments.
2. Prepare documents for payments.
3. Generate invoices from original pro forma invoices, cross-referencing with installation and stores reports, and place serial numbers where required.
4. Prepare, check, verify, and dispatch fiscalized invoices to clients.
5. Maintain a petty cash account and handle associated account postings.
6. Issue and manage staff imprests and related postings.
7. Provide weekly and monthly reports on petty cash expenditure by categories.
8. Provide weekly and monthly reports on staff imprests, highlighting those long due for retirement.
9. Handle posting for other bills such as transport, fuel, etc.
10. Maintain an organized accounts source documentation filing system.
11. Assist the Accounts Manager in preparing VAT returns.

12. Assist the Finance Manager in preparing accounts for external auditing.
13. Perform other duties as assigned by the Finance Manager.

Requirements:

- Bachelor's degree in Accounting, Finance, or a related field from a reputable university/college.
- Strong knowledge of **QuickBooks** and **Excel**.
- Ability to work independently and as part of a team.
- Strong analytical and problem-solving skills.
- Excellent communication and organizational skills.

Why Join Us?

- Gain hands-on experience in a leading company.
- Work in a supportive and collaborative environment.
- Opportunity to learn and grow in the finance field.

Women are strongly encouraged to apply!

If you are ready to start your finance career with a fast-growing company, submit your application on **or** before **October 30th, 2024 through**

Email: info@powerproviders.co.tz