



**Requisition Name Finance Intern**

**Requisition No** VN665

**Salary Range**

**Employment Type** Fixed Term Full Time

**Country Location** Tanzania

**Job Details**

TITLE:	Finance Intern
WORK LOCATION:	Dar es Salaam
PROGRAM(S) DEPARTMENT(S):	Country Office
REPORTS TO (Title Only):	Senior Manager Finance and Grants Management

**COMPANY SUMMARY**

EngenderHealth envisions a gender-equal world where all people achieve their sexual and reproductive health and rights. We believe this is essential for ensuring all people can achieve their full potential. To achieve this vision, we implement high-quality, gender-equitable

programs that advance sexual and reproductive health and rights.

EngenderHealth is seeking a motivated and detail-oriented **Finance Intern** to join our dynamic team. This internship offers a unique opportunity to gain hands-on experience in financial management within an international non-governmental organization setting.

### **JOB SUMMARY**

The primary objective of the Finance Intern role is to provide practical experience in financial management within a nonprofit organization, offering exposure to budgeting, financial reporting, and donor compliance while contributing to the efficient operation of EngenderHealth Tanzania's finance department. The Finance Intern role offers a unique opportunity for a motivated individual to gain valuable experience in financial management within the nonprofit sector. By supporting the finance team, the intern will contribute to the success of EngenderHealth Tanzania programs and initiatives, ultimately advancing the organization's mission in Tanzania.

### **ESSENTIAL FUNCTIONS**

As a Finance Intern, you will work closely with the Finance team to support the following activities

- Assisting in the preparation of financial reports, budgets, and forecasts.
- Verifying and reconciling financial transactions, ensuring accuracy and compliance with organizational policies.

- Supporting the maintenance of financial records and documentation.
- Assisting in processing invoices, payments, and expense reports.
- Conducting basic data analysis and preparing financial summaries as required.
- Providing administrative support for audits and other financial reviews.
- Contributing to the development and implementation of financial systems and processes.

#### **WHAT WE OFFER.**

- A supportive and inclusive work environment.
- Mentorship and professional development opportunities.
- Hands-on experience in financial management for an international health-focused INGO.

#### **REQUIREMENTS:**

- A recent graduate in Finance, Accounting, or a related field with a GPA of Upper Second and above.
- Strong analytical and numerical skills, with attention to detail.
- Basic understanding of financial principles and accounting procedures.
- Proficiency in Microsoft Office, particularly Excel; knowledge of accounting software is an advantage.
- Excellent organizational and time-management skills.
- Good written and verbal communication skills.

- Commitment to the values and mission of EngenderHealth

### **PREFERRED SKILLS, ABILITIES AND FUNCTION**

- Experience using MS Word, Excel, PowerPoint, and ability to use finance/accounting related ERP system.
- Demonstrated understanding of the relevant finance/accounting processes and ability to consistently apply relevant policies, procedures, and good practices in the daily work.
- Ability to develop and maintain effective working relationships with colleagues and gain the assistance and cooperation of others.
- Ability to establish priorities and plan his/her own work.
- Good working knowledge of English.

### **ESSENTIAL SOFT SKILLS**

- Committed to EngenderHealth's core organizational values of reflection, inclusion, integrity, respect, and transformation
- Excellent organizational and interpersonal skills.
- Excellent ability to communicate and maintain diplomatic and productive relations with the team; resourcefulness, flexibility, and ability to work in a changing and challenging environment.
- Internet proficiency, as well as proficiency in MS Office (Word, Excel, PowerPoint).

**TO APPLY**

Please visit the **careers** page  
at [www.engenderhealth.org](http://www.engenderhealth.org) to submit your  
CV and cover letter by 03<sup>rd</sup> January, 2025.  
Only the short-listed candidates will be  
contacted.

**[APPLY HERE](#)**