



## Job Description: Finance Officer Intern

**Location:** Dar es Salaam, Tanzania

**Position Type:** Internship (Full-time)

**Duration:** 6 months (with the possibility of extension)

**Start Date:** June 2025

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## About Girls First Initiative (GFI):

The Girls First Initiative (GFI) is dedicated to empowering young women and girls in Tanzania by providing access to education, entrepreneurship, mentorship, and health resources. Through various programs and partnerships, we aim to tackle issues such as gender-based violence, inequality, unemployment, and limited access to financial literacy, health, and economic opportunities.

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## Position Overview:

The Finance Officer Intern will play a crucial role in supporting the financial operations of GFI, assisting in managing and tracking the organization's financial resources. This position will provide the intern with hands-on experience in financial reporting, budgeting, and ensuring that GFI's financial activities comply with regulatory standards. The ideal candidate must be flexible and willing to grow in different areas, such as programs and finance, as they support the wider goals of the organization.

## Key Responsibilities:

### 1. Financial Reporting:

- Assist in the preparation of financial reports, statements, and budgets.
- Support the program team in maintaining accurate financial records.
- Assist in preparing reports for donors, funders, and other stakeholders.

### 2. Budgeting & Forecasting:

- Assist in the creation and review of project budgets.
- Help track expenditures against approved budgets and highlight discrepancies.
- Support the preparation of financial forecasts for ongoing projects.





### 3. Accounts Payable & Receivable:

- Assist in processing invoices, ensuring they are paid on time.
- Maintain records of all accounts payable and receivable transactions.
- Support in reconciling payment discrepancies.

### 4. Compliance & Documentation:

- Assist in maintaining financial documentation, ensuring compliance with GFI's policies and Tanzanian financial regulations.
- Help with audits by providing required financial documents and reports.
- Ensure financial activities adhere to donor guidelines and reporting requirements.

### 5. General Financial Administration:

- Assist in managing petty cash and support the preparation of cash flow projections.
- Support the Finance Manager in coordinating financial aspects of fundraising and grant management.
- Assist with any other financial-related tasks as needed.

### 6. Flexibility Across Departments:

- Be flexible and open to supporting areas outside of finance, such as program management and other organizational needs.
- Assist in program-related tasks, including monitoring and evaluation, as the need arises.
- Willingness to contribute to and learn from different sectors within GFI, fostering growth in both finance and program management.

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## Qualifications:

#### ● Education:

- Currently enrolled in or recent graduate of a degree program in Accounting, Finance, Business Administration, or a related field.

#### ● Skills and Experience:

- Strong interest in finance and non-profit sector work.





- Proficiency in Microsoft Office Suite (Excel, Word, etc.).
- Familiarity with accounting software (QuickBooks, Xero, or similar) is a plus.
- Excellent attention to detail and ability to maintain accurate records.
- Good organizational and time management skills.
- Ability to work independently and as part of a team.
- Strong written and verbal communication skills in English and Swahili.
- **Personal Attributes:**
  - Enthusiastic, motivated, and eager to learn.
  - Strong work ethic and commitment to social impact.
  - Ability to handle confidential financial information with integrity.
  - Flexible and open to working in multiple areas within the organization.
  - Willingness to grow and take on new challenges in both program and financial fields.

## **Allowance:**

A monthly allowance will be provided to cover transportation and other related expenses during the internship.

## **Benefits:**

- Hands-on experience in financial management within the non-profit sector.
- Mentorship and professional development opportunities.
- Exposure to a dynamic, mission-driven team.
- Opportunity to contribute to impactful programs that empower young women in Tanzania.
- Flexibility to explore different career paths within the organization.

## **How to Apply:**



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Interested candidates should send their CV, along with a brief cover letter highlighting their interest in the position, to [jobs@girlsfirstinitiative.org](mailto:jobs@girlsfirstinitiative.org) . The deadline for applications is 30 April 2025 .

Girls First Initiative is an equal-opportunity employer and welcomes applicants from all genders and diverse backgrounds. We are committed to creating an inclusive and supportive work environment for all interns and staff.

