



JOB DESCRIPTION: Finance and Administration Intern

Unit	Finance and Administration Intern
Location	Dar Es Salaam
Salary	TZS 550,000 Stipend (subject to Statutory Deductions)
Benefits	NA
Restrictions	6 Months
Reports to	Sn Finance and Administration Coordinator
Staff Managed	NA
Key Internal Staff Working With to Deliver on Role	Finance team
Main Duties	<ul style="list-style-type: none"> • Maintaining accounting records in accordance with Restless Development Financial Procedures • Preparing financial reports, variance reports • Assisting in the Finance unit, budgeting and re-forecasting process particularly for UN projects • Undertaking office administrative duties • Any other duties as required
50% of time	Undertake daily, weekly and monthly finance activities
Main Responsibilities	<ul style="list-style-type: none"> • Ensuring all financial transactions have the relevant authorisation and are made in accordance with Restless Development Financial Procedures and monitoring that value for money is achieved for UN projects • Ensuring all financial transactions have the necessary back-up documentation as required by Restless Development Tanzania and UN • Support in Monthly regular cash and bank reconciliations • Maintaining a good filing system for finance documents • Monitoring the Imprest/float and payment database
10% of time	Assisting in the overall organisational auditing and budgeting process
Main Duties	<ul style="list-style-type: none"> • Assistance the Finance team during the budget setting exercise • Assisting in the preparation for the organisational annual audit under the guidance of Finance and Administration lead

40% of time	Office administrative duties
Main Duties	<ul style="list-style-type: none"> • Ensuring all staff complete weekly timesheets and transferring sending to Head Office. • Assist in training of non-finance staff and volunteers in Restless Development finance procedures • Maintaining and monitoring other admin records as guided by the Restless Development Tanzania Financial Procedures Manual • Any other duties a required
Person Specification	
Qualifications	<p>Essential</p> <ul style="list-style-type: none"> • Demonstrated appropriate level of accounting knowledge through work and academic experience relevant to duties listed • Numerate and detail conscious • Team player • Committed to Restless Development values • Fluency in English and Swahili <p>Preferable</p> <ul style="list-style-type: none"> • Holds relevant Bachelors Degree level Accounting & Finance qualifications • ACCA and /CPA will be of added advantage
Application	<ul style="list-style-type: none"> • Please complete this ONLINE APPLICATION FORM by 7th February 2025, 17:00 hrs. Kindly note that we do not accept CVs, resumes or cover letters.