

### Objectives:

1. To assist in the preparation of financial statements and reports
2. To help with budget preparation and analysis
3. To assist with the management of accounting records
4. To support in the implementation of financial policies and procedures
5. To assist with other finance-related tasks as assigned

### Responsibilities:

1. Assist in the preparation of financial statements and reports: The intern will work with the finance team to prepare monthly financial reports, including balance sheets, income statements, and cash flow statements. They will also help with the preparation of quarterly and annual financial reports for donors and other stakeholders.
2. Help with budget preparation and analysis: The intern will assist with the preparation of the annual budget, including gathering and organizing financial data. They will also help with analyzing budget vs. actual spending and preparing reports for management.
3. Assist with the management of accounting records: The intern will work with the finance team to maintain accurate and up-to-date accounting records. This will include ensuring that all transactions are properly recorded in the accounting system, reconciling bank accounts, and tracking fixed assets.
4. Support in the implementation of financial policies and procedures: The intern will help ensure that the NGO's financial policies and procedures are being followed. This may include reviewing expense reports, ensuring compliance with donor regulations, and monitoring cash flow.
5. Assist with other finance-related tasks as assigned: The intern will be asked to assist with other finance-related tasks as needed. This may include preparing invoices, processing payments, and assisting with audits.

### Qualifications:

1. Bachelor's degree in accounting, finance, or a related field
2. Strong analytical and problem-solving skills
3. Excellent communication and interpersonal skills
4. Proficiency in Microsoft Excel and other accounting software
5. Ability to work independently and as part of a team.

### Duration:

This internship will last for a period of three to six months, depending on the performance and availability of the intern.

Supervision:

The finance department intern will report directly to the finance Officer and work closely with other members of the finance team.

Evaluation:

The intern's performance will be evaluated on a regular basis, based on their ability to complete assigned tasks, their contributions to the finance team, and their overall professionalism. The intern will also have an opportunity to provide feedback on their experience and suggest areas for improvement.