

JOB DESCRIPTION

Position: Internship

Job Location: Dar es Salaam

Report to: Finance officer

JOB PURPOSE: -

To provide processing and coordination support to the Finance Officer within the defined area of specialization.

KEY DUTIES/RESPONSIBILITIES/KEY RESULTS AREAS

- **Record Management;** Assist in preparation of donor financial reports and maintaining debtors and prepayment files.
- **Data preparation and entry;** Preparation of internal recovery and reconciliation journals, daily data entry from payment vouchers, petty cash voucher, surrender journal entries and receipts against banking credit slips, processing JVs for all MPESA requests and review and coding of purchase requisitions and staff Imprest in the ERP
- **Managing Creditors;** maintaining an up to date creditor's status (matching invoices to LPOs and GRNs, checking correctness and accuracy of the invoices preparation of payment of creditors). Ensuring as much as possible all invoices are PO based, exceptions must have approved justification. Reviewing of the creditors accounts and respond to supplier queries
- **Managing Debtors;** maintaining an up to date debtor's status, verifying that staff qualifies for Imprest before passing the request for approval, following up with the receipts/invoices for deposits paid and reviewing debtors account and monitoring Imprest
- **Managing Ledgers;** preparing inter-ledgers and bank reconciliation statements and repairing monthly audit trails
- **Audit;** provide audit support to allocated projects, prepare files in advance of audit visit and respond to audit issues and queries as appropriate
- **Grants management;** co-ordinate the project's grants accounting, reporting, compliance and risk management. Review and finalize sub recipients' budgets, prepare contracts/agreements and follow up on compliance. Handle correspondences and matters in regard to grant management in consultation with the Senior Finance officer. Receive and review periodic grants reports for all sub recipients, liquidate the eligible costs and take relevant action on the expenses rendered ineligible. Provide feedback to all Sub recipients on grants performance, provide technical support and supervise the sub recipients to ensure full compliance with the project requirements. Provide on-site mentorship to sub recipients and capacity development to them to plan, implement, monitor and report on grants awarded. Organize and facilitate training, workshops/seminars for the sub recipients, to facilitate understanding of the grants process, implementation, reporting and accounting.
- **Any other Duty Assigned by a supervisor**