

Job description

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| Job title | Finance and Administration Intern |
| Department | Finance Dept. |
| Location | Dar es Salaam, Tanzania |
| Reporting to | Finance and Administration Manager |
| Responsible for | None |
| Liaison with | All employees of the Options' Tanzania Office |
| Hours | Full time, 40 hours per week |
| Type of contract | Fixed Term, 6 months |
| About Options | |
| <p>We are a global team of experts and innovators tackling some of the world's most pressing health challenges. We work with leaders and change makers around the globe to bring health strategies to life. We provide ideas, advice and technical know-how that enable our partners to build a path to lasting change.</p> <p>With 30 years' experience in global health, we collaborate with our partners to explore existing evidence, combine expertise, scale up ideas and co-create solutions that accelerate change. This includes collaborating on policy design, managing initiatives, building powerful coalitions and galvanising social movements. Our impact is felt across whole communities, with a focus on women, girls and those who have been marginalised.</p> <p>As part of MSI Reproductive Choices, all our profits go back into supporting MSI's own mission of children by choice, not chance.</p> <p>We believe in a world where everyone can access the high-quality health services they need, without financial burden.</p> | |
| Main purpose of job | |
| <p>The Finance and Administration-Intern will support the Finance and Administration Manager in performance of administration, accounting and financial management support to the organization, ensuring service providers and vendors have signed contract, goods and services are delivered on time. Ensure technical staff receive all administrative support in execution of their daily responsibilities.</p> <p>The hired intern will significantly assist the Finance & Admin. Manager with the above routine activities while learning various financial processes along the way necessary for his/her career growth.</p> <p><i>Note: All levels of position in the organisation assume some degree of responsibility for safeguarding. Your accountabilities will align with the level and scope of the position and appropriate training will be provided</i></p> | |

Learning Outcomes – By the End of the Internship period the Intern will be able to:

Financial Management and Accounting

- Review staff advance requests against approved project activity plans and budget, ensure proper supporting documentation are well attached to the request.
- Process employee retirements of advance payments and expense claims, including checking supporting documentation, ensure all are properly documented and filed.
- Prepare payments for participants for various activities, ensure accuracy and proper documentation and filling
- Processes supplier invoices including verifying and/or obtaining payment approval, matching purchase orders and receiving reports, documentation and addressing exceptions
- Manage office petty cash
- Prepare monthly reconciliations and ensure proper documentation of all financial transactions including printing and filling.
- Support the coordination of the financial audit, preparation of statutory accounts and subsequent annual reports.

Administration

- Specification revision, preparation of solicitation documents and evaluation of bids
- Process the quotations, prepare bid analysis and orders
- Facilitate filing of contract documentations, and ensure completeness of files per their respective checklist
- Communicate with vendors to ensure services (vehicles, catering, venue, hotels) are delivered during activities
- Assist in the receipt, verification and acceptance of goods and services procured on behalf of organizations,
- Assist in daily logistics of programme activities such as accommodation, air tickets, catering service, road transport
- Performs general office/clerical support duties such as responding to telephone inquiries, filing, photocopying
- Any other duties assigned by Finance & Administration Manager

Note: this job description reflects the present requirements of the post. As duties and responsibilities change and develop the job description will be reviewed and be subject to amendment in consultation with the job holder.

Signed by:

Date:

Person specification

| Criteria | Essential | Desirable |
|---|-----------|-----------|
| Qualifications | | |
| Professional qualification or degree in a relevant subject Bachelor Degree in Accounting, Finance or Business Administration | ✓ | |
| Experience | | |
| Office experience in finance and administrative position ideally in a procurement or accounting | | ✓ |
| Skills and attributes | | |
| Proficiency in Ms.Excel and Ms. Work | ✓ | |
| Other requirements | | |
| Pro-choice | ✓ | |
| Commitment to equal opportunities | ✓ | |
| A commitment to the programme's and Options' principles of Safeguarding, Do No Harm, and to comprehensive sexual and reproductive health and rights | ✓ | |
| Fluency in written and spoken English | ✓ | |