



## VACANCY

**Position:** Unpaid internship in finance and accounts

**Location:** E-mac Tanzania head office, Ngaramtoni-Kilimamoto Area, Arusha.

**Workdays:** Monday to Friday

**Deadline:** 21st July 2023

E-mac Tanzania is a registered Non-Governmental Organization with a registration number ooNGO/00006226 under the Non-Governmental Organizations Act 2002, with legal capacity to operate in Tanzania mainland and Zanzibar. Emac envisions an empowered community with sustainable well-being. Its' mission is to empower marginalized communities including women and girls for well-being through promotion of sustainable initiatives and networking with other like-minded partners. E-mac Tanzania has implemented projects in Morogoro DC, Mvomero DC, Gairo DC, Simanjiro DC, Arusha DC, Arusha CC and Rungwe DC. These programs cover various thematic areas including: WASH, Environmental Conservation, Health and livelihood.

### Job Description

We are seeking a Finance and Accounts Intern to join our dynamic team. As an intern, you will play a crucial role in supporting our finance and accounting department. You will have the opportunity to gain hands-on experience in financial management, budgeting, and reporting while contributing to our mission of serving the Marginalized.

### Responsibilities:

1. Assist in maintaining accurate financial records, including accounts payable/receivable, invoices, and expense reports.
2. Assist in grant and project financial management.
3. Help with financial data entry and reconcile financial statements.
4. Assist in conducting financial analysis and providing insights to inform decision-making
5. Support the preparation of financial reports, budgets, and forecasts.
6. Collaborate with the finance team to ensure compliance with financial regulations and internal policies.
7. Contribute to the development of financial processes and procedures.

### Requirements:

1. **Students currently pursuing a Bachelor degree in finance, accounting, or a related field are highly encouraged.**
2. Strong attention to detail and accuracy in data entry and financial record keeping.
3. Have an idea in Microsoft Excel and other accounting software.
4. Basic understanding of financial principles and terminology.
5. Strong analytical and problem-solving abilities.
6. Good organizational and time management skills
7. Good communication skills
8. Must be a resident of Arusha

**Duration for Intern:** three (3) months

**Send your Application letter with CV in one PDF to [hr@emac.or.tz](mailto:hr@emac.or.tz). Your PDF document should not exceed three (3) pages.**