



INTERNSHIP OPPORTUNITY

ORGANIZATIONAL BACKGROUND:

CARE is a leading humanitarian organization dedicated to fighting poverty and social injustice and places a particular emphasis on women and girls, their dignity and empowerment to lead their communities out of poverty. In 2020, CARE worked in 104 countries, reaching 90 million people through more than 1,300 programs, with an annual budget of \$650 million. Every single one of those 90 million people has a story of resilience, community, strength, and hope for all things that bind us together, across every corner of the globe. CARE began working in Tanzania in April 1994, in response to the crisis in Rwanda and the subsequent influx of refugees into the Kagera Region of North-western Tanzania. Over the subsequent years, CARE Tanzania developed innovative education, health, microfinance, and environmental programs across most regions of the country. In Tanzania CARE works with the Government both in mainland and Zanzibar and other stakeholders to transform communities and ensure financial inclusion and independence, health and nutrition, climate-smart development resilience, especially for women and girls.

JOB SUMMARY

CARE Tanzania seeks to recruit **Grants and Finance Intern** who will be responsible to support the accounts and grants daily activities and play a key role in provision of finance and grants support.

The **Grants and Finance Intern** will report directly to the **Grants and Finance Coordinator** and will be based in **Dar es Salaam**.

OBJECTIVE OF THE INTERNSHIP:

- Ensure adequate management of project funds at program level, oversees adherence with various rules, regulations, policies and guidelines issued for proper management of Donor funds and execution of accounting transactions.
- Ensure timely preparation and submission of accurate and orderly financial reports for management reviews and Donor requirements periodically and as guided by the Grants and Finance Coordinator.
- Assist in management of sub grants and partners budgetary agreements to ensure compliance with CARE policies on donor agreements, budgetary rules and adherence to accounting standards and good practice in management of financial transactions.
- Responsible for program office accounting activities including management of payments, bank agent, facilitating, recording and supervising recording of data in PS, ensuring proper maintenance and filing of financial and contractual documents.
- Overseeing procurements of program office requirements within the approved limits and will observe strictly the rules and guidelines of CARE, Donor requirements and good practice in procurement procedures.
- Recording accounts payable and receivable transactions to vendors' accounts in People soft and ensure payments are timely executed for the transactions executed at the program office through pay cycle system.
- Review supporting documents and entries in the PS system to ensure validity, correctness and appropriate use of account codes and other required fields prior approval of the recorded transactions by budget holders.
- Maintain program files, such as Donor Contract, Program Budget and Program activity plan in orderly manner.

- Prepare Projects Closeout Checklist, review Project accounts balances, and address any financial issues on timely manner with the program/project team leader. Follow-up on grant close up checklist to ensure compliance and smooth closing of programs.
- Follow up with responsible officers to ensure timely clearance or collection of outstanding payables and receivables and inform the management of any long overdue receivables or payables that does not receive response.
- Prepare grants financial reports of the assigned projects for review of Grants and Finance Coordinator and final submission to Donor, ensure the reports are prepared in line with the specified Donor agreements and other conditions provided
- Ensure payments to vendors are accurately done and within a reasonable time, and regular reviews bank accounts to ensure validity and completeness of transactions.
- Perform other related duties as assigned by supervisor.

KNOWLEDGE AND SKILLS:

- Bachelor's degree in accounting/finance/commerce or any other related field.
- Proficient in Computer with knowledge in Microsoft Office Suite, Internet usage.
- Experience in working with accounting software
- Self-motivated, good organization and management skills including a demonstrated ability to prioritize workloads.
- Ability to work with multiple tasks, demands and deadlines, with a positive and constructive attitude under minimal supervision.
- Interpersonal skills.
- Time management skills.

BEHAVIOURS:

- Hardworking with capacity to work independently.
- Honesty, integrity, open and transparent personality.
- Discretion and understanding of confidentiality issues.
- Excellent attention to details.
- Team player, working collaboratively towards achieving a team goal.
- Motivated, energetic and striving to support others.
- Excellent verbal and written communication skills.
- Excellent interpersonal and customer service skills.

MODE OF APPLICATIONS

Only a letter of application and updated CV including names of at least 3 reputable referees with reliable contacts should be sent by email to Human Resources Department

TZAHumanResourcesDepartment@care.org by CoB, 5th February 2025 at 1700hrs. Only shortlisted applicants will be contacted.

CARE is an equal opportunity employer promoting gender, equity and diversity. Female candidates are strongly encouraged to apply. Our selection process reflects our commitment to the protection of children and vulnerable adults from abuse.

