

INTERNSHIP PROGRAMME

Intern: Finance

1. Purpose

The Finance Internship aims to develop professional skills by engaging in key finance functions, including accounting, reporting, and compliance. Through this role, provide insight into corporate finance operations in the ICT sector.

2. Minimum Requirements:

- Final year student pursuing a Degree in Accounting.
- Strong numerical and analytical skills.
- Proficiency in MS Excel and other accounting tools.
- Attention to detail and ability to maintain confidentiality

3. Key Responsibilities and Learning Outcomes:

- Invoice Processing and record management
- Debt Collection
- Financial Statements and Account Reconciliation
- Monthly Financial Reports
- Year End audit

4. Interested candidates are required to submit the following documents:

- Comprehensive CV.
- Motivational cover letter.
- **Certified copies of full academic transcripts** (Failure to submit the full academic transcripts will disqualify your application).
- Apply through the Tara Nawa recruitment portal at www.jobopportunities.net, only applications received through this portal will be considered.

Closing Date: 10 October 2025 @ 17:00

NB: Only shortlisted candidates will be contacted.

NO LATE APPLICATIONS WILL BE CONSIDERED AND ACCEPTED.