



Everyday Justice For Everyday Problems

INTERNSHIP OPPORTUNITY

Legal Services Facility



The Legal Services Facility (LSF) is a basket fund aiming to increase access to justice for all through a legal empowerment approach. Our basket fund partners are DANIDA, DFID and European Union. The LSF channels its funding to organizations, which are providing legal education, legal aid and contribute to legal empowerment and which, through these services, assist individuals to claim their rights and redress grievances. In this endeavor, the LSF works closely with the government at all levels, development partners, organizations involved in the provision of human rights awareness building, legal education, legal aid and other stakeholders.

Our internship program offers you amongst other, the opportunity to:

- Explore Career Opportunities - by working in the field you have chosen; you can receive an inside look at your potential career path
- Network - meet a variety of people in your chosen profession through your internship, allowing you to form relationships you can build on in the future
- Find Mentors - certain individuals can help guide you through your internship and expose you to opportunities to which you can aspire
- Real world knowledge of working with clients

The Offer: If your career aspirations matches this exciting opportunity, please write one page on how you fit the role, with your CV containing an email, day time telephone contacts, names and addresses of three referees and send to hr@lsftz.org by 07th October, 2020. We will respond to only short-listed candidates.

POSITION: ACCOUNTING & FINANCE INTERN

The Accounting & Finance Intern will report directly to Grants and Finance Manager and will assist the Finance Team with a wide range of projects related to expense report auditing, Bank reconciliation, payment processing and grant accounting.

This internship is designed to be both educational and practical. In this position, the intern will learn how to take skills she/he may have acquired in school related to his or her particular areas of interest and apply them in a professional setting. He/she will gain a better understanding of the role that Finance can play in a non-profit setting and be better prepared to work in the arena of accounting and finance.

This position is based in Dar es Salaam.

Main responsibilities

- Raise Journal and deposit vouchers on bank debit/credit advices and other transactions
- Ensure all request of payments or invoices have all required supporting document before payment processing
- Prepare payments to suppliers and ensure receipts from suppliers for payment made are received on timely basis
- Enter data in the General ledger
- Assist in Checking staffs advances/imprest and maintain subsidiary ledgers for staff's advances for control purposes and provide the advance status on weekly basis.
- Study the accounting/finance policies and processes of the organization and abide to them
- Assist in preparation of monthly salaries and statutory payments for support staff
- Ensuring proper documentation and filing of all financial records and all incomings and outgoing documents within finance the department.
- Assist in monthly bank reconciliation preparations
- Prepare cash movement and provide the status on weekly basis.
- Contribute to team effort by accomplishing related results as needed
- Assist with any other activities as assigned by supervisor.

Desired Qualifications

- Holder of Bachelor's degree in Accounting, Finance and/or Information Systems from an accredited college/university
- Strong technical and organization skills with excellent written and verbal communications
- Strong proficiency in Microsoft Word, Excel and PowerPoint, with a general understanding of data analysis techniques
- Ability to participate within a multi-disciplinary team as well as acting autonomously as appropriate