



Intern – Finance & Administration Support

Friday, May 9, 2025 - 12:00

Location: Dar es Salaam, Tanzania

Contract Duration: 3 months (with potential for extension)

Compensation: TZS 600,000 per month (subject to statutory deductions)

About Policy Forum

Policy Forum is a network of 60 Tanzanian civil society organisations focused on enhancing informed civil society participation in governance and accountability. Through evidence-based advocacy, policy dialogue, and capacity enhancement, we work to influence policies for equity, especially in the areas of taxation, budget transparency, and service delivery. Our operations are supported by a variety of development partners including EU, NORAD, DFID etc.

Job Description

We are looking for a motivated and detail-oriented intern to support the Finance & Administration function. This opportunity is ideal for a recent graduate with strong interest in financial management within the NGO sector. The intern will work closely with the Finance & Administration Manager and gain hands-on experience in donor fund management, compliance, and administration.

Key Responsibilities

- Assist in the preparation of financial statements, donor reports, and organisational budgets.
- Support proper recording and monitoring of donor funds and grant compliance.
- Participate in the preparation and submission of VAT returns and other statutory filings.
- Assist in monthly bank reconciliations and review of supporting documents.
- Monitor project expenditures and support financial forecasting.
- Support procurement and vendor management processes.

- Assist in maintaining organised records for audit and compliance purposes.
- Support general office administration and logistics functions as required.
- Assist in internal and external audit preparations.

Qualifications

- Bachelor's degree in accounting, Finance, or Business Administration from a recognised institution.
- Actively pursuing CPA(T) certification.
- Up to 2 years of work or internship experience in finance or administration (desirable).
- Basic understanding of accounting principles, financial regulations, and NGO operations.
- Proficient in Microsoft Excel and Word; knowledge of accounting software is an added advantage.
- High level of integrity, confidentiality, and attention to detail.
- Strong communication skills in both English and Swahili.
- Ability to work under minimal supervision and meet deadlines.

How To Apply

Interested candidates should submit their CV and a one-page cover letter outlining their interest and suitability for the role. Applications should be sent to info@policyforum.or.tz by **9th May 2025**. Only shortlisted candidates will be contacted.

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