



Position: Finance and Accounts Intern

Organization Overview

The Africa Center for Health Systems and Gender Justice is an organization committed to enhancing health systems and advancing gender justice throughout Africa. The center focuses on the social, economic, and cultural factors that contribute to unequal health outcomes for different genders and works to promote gender-responsive healthcare and gender-inclusive policies. We are currently looking for passionate and dedicated interns to join our team in various specialized roles. We are deeply committed to feminism and its core principles. We challenge norms, address systemic injustices, and recognize the intersectionality of gender-based discrimination with other forms of oppression. Inclusivity is a priority for us, ensuring marginalized voices are heard, and our commitment to feminist principles includes advocating for gender equality, acknowledging intersectional experiences, empowering individuals, fostering solidarity, and holding ourselves and others accountable. Our dedication to feminism is dynamic, evolving as we learn from the communities we serve. We are proud to be working towards a world where gender equality is a lived reality for everyone.

Location: Remote

Duration: 6 Months

Key Responsibilities:

- **Financial Record Keeping:** Assist in maintaining accurate financial records, including invoices, receipts, and other transaction documents.
- **Data Entry and Reconciliation:** Perform data entry tasks and assist in the reconciliation of accounts.
- **Budget Support:** Help in the preparation of budget reports and support the monitoring of budget variances.
- **Financial Analysis:** Assist in analyzing financial data and preparing financial statements and reports.





- Accounts Payable and Receivable: Support the management of accounts payable and receivable, ensuring timely processing of payments and invoices.
- Audit Preparation: Assist in the preparation of internal and external audits by organizing financial documents and information.
- Administrative Support: Provide administrative support to the finance department, including filing and document management.

Educational Requirements:

- Currently enrolled in or recently graduated with a degree in Finance, Accounting, Business Administration, or a related field.

Skills and Qualifications:

- Basic understanding of financial and accounting principles.
- Proficiency in Microsoft Office, especially Excel.
- Strong attention to detail and accuracy.
- Good organizational and time management skills.
- Ability to work independently and as part of a team.
- Basic knowledge of financial software or accounting systems is a plus.

Personal Attributes:

- Keen interest in finance and accounting.
- Analytical and problem-solving mindset.
- Professional and ethical conduct.
- Eager to learn and take on new challenges.

Learning Opportunities:

- Gain practical experience in financial operations within a professional setting.
- Develop skills in financial reporting, budgeting, and account reconciliation.
- Work under the guidance of experienced finance professionals.
- Opportunity to understand the financial workings of [Specify the sector].

Application Process:

Interested candidates should submit a CV and a cover letter explaining their interest in the internship and how their skills and background make them suitable candidates to vacancies@healthsystemsgenderjustice.org



AFRICA CENTER FOR HEALTH SYSTEMS
AND GENDER JUSTICE



Application Deadline: 9th February 2024

This internship is unpaid, but the organization will cover necessary work-related expenses.



www.healthsystemsgenderjustice.org



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