

**Job Title:** Finance Intern

**Location:** Kigali, Swiss Agency for Development and Cooperation (SDC)

**Duration:** 6 months

**Reporting to:** Deputy Head of Finance, Personnel and Administration

## **Job Overview:**

The Swiss Agency for Development and Cooperation (SDC) seeks a dynamic and proactive Finance Intern to join their team. This role is ideal for a motivated individual eager to gain hands-on experience in international development finance. The Finance Intern will support the finance team in various aspects of financial management, including budgeting, reporting, and financial analysis. This is a unique opportunity to work in a fast-paced environment, contribute to meaningful development projects, and develop your skills in finance within a global context.

## **Key Responsibilities:**

- **Financial Analysis:** Assist in analyzing financial data, identifying trends, and preparing reports to support decision-making processes.
- **Budget Management:** Supports the preparation, monitoring, and revision of budgets for various projects and programs.
- **Financial Reporting:** Help prepare financial reports, including monthly, quarterly, and annual financial statements, ensuring accuracy and compliance with SDC's financial guidelines.
- **Expense Tracking:** Monitor and track project expenses, ensuring they align with budgetary allocations and identifying any discrepancies.
- **Invoice Processing:** Assist in processing invoices, ensuring timely payments and proper documentation.
- **Audit Support:** Provide support during internal and external audits by organizing financial documents, preparing audit schedules, and responding to audit inquiries.
- **Compliance:** Ensure adherence to SDC's financial policies and procedures, as well as relevant regulations and guidelines.
- **Data Management:** Maintain accurate and up-to-date financial records, including electronic and physical filing systems.
- **Ad Hoc Projects:** Contribute to special projects and initiatives as needed, bringing innovative ideas and a problem-solving mindset to the table.

## **Qualifications:**

- **Education:** Currently pursuing or recently completed a degree in Finance, Accounting, Economics, or a related field.
- **Skills:**

- Strong analytical skills with attention to detail.
- Proficiency in Microsoft Office Suite, particularly Excel; familiarity with financial software is a plus.
- Excellent organizational skills and the ability to manage multiple tasks simultaneously.
- Strong communication skills, both written and verbal, with the ability to work collaboratively in a multicultural team.
- Proactive, with a strong sense of initiative and the ability to work independently.
- Can express him/her self in both French and English

### **How to Apply:**

Interested candidates should submit their resume, a cover letter to [my.alentmatch.rw](http://my.alentmatch.rw) or [tmtraining.rw@gmail.com](mailto:tmtraining.rw@gmail.com) by Monday 26th August 2024.