

**Job Title:** Finance Intern

**Location:** (Gakenke, Nyamasheke, Kayonza districts)

**Period:** 6 months, with the possibility of extension

**Organization Overview:**

Kula Project, Inc is a non-profit organization that eradicates poverty through the development of entrepreneurs in Rwanda's coffee communities.

**Role Overview:**

We seek a motivated Finance Intern to support in managing the organization's financial operations. This role offers a hands-on opportunity to develop skills in financial management, budgeting, and reporting while contributing to impactful work that supports coffee farmers.

**Key Responsibilities:**

- Assist in preparing and maintaining financial records, invoices, and expense reports.
- Support the development and monitoring of budgets for ongoing projects.
- Conduct financial data entry and ensure accuracy in all records.
- Help prepare monthly financial reports for internal and donor use.
- Assist in reconciling accounts and resolving discrepancies.
- Participate in audits and ensure compliance with organizational policies.
- Support the finance team with any other administrative tasks as needed.

**Qualifications:**

- Completed a degree in Accounting, Finance, Business Administration, or a related field.
- Willingness to work in rural areas and engage with local communities.
- Basic knowledge of accounting principles and financial reporting.
- Proficiency in Microsoft Office Suite (Excel, Word, PowerPoint); experience with accounting software is a plus.
- Strong attention to detail and organizational skills.
- Excellent communication skills and ability to work in a team.
- Passion for social impact and understanding of rural community development is a plus.

Interested candidates should apply through <https://my.talentmatch.rw/> by **3rd December 2024**.