

Job Summary:

Blossom Bridge Initiative CBC is a dynamic Rwandan local initiative whose mission is to promote gender equality and environmental stewardship by empowering women and girls to actively participate in decision-making and drive sustainable community development through education, advocacy and collective action.

The Intern is responsible for the financial health of the company by managing our financial policies and procedures. The duties will include budget planning, participating in audits, monitoring transactions, preparing invoices, and other related financial activities. To succeed in this role, the candidate must demonstrate in-depth knowledge of financial policies, procedures and systems. In addition to being an excellent communicator, our ideal candidate should have excellent organizational skills and be able to handle time-sensitive tasks.

You Will Be Responsible For

- Implement financial policies to guarantee operational efficiency.
- Assist in the preparation and planning of budgets.
- Manage day-to-day financial operations.
- QuickBooks knowledge.
- Ensure financial records are kept up-to-date with the latest transactions and changes.
- Contribute to financial audits, including analysis and forecasting, to support strategic planning.
- Monitor all bank deposits and payments.
- Advise on the organization's fundraising strategy.
- Prepare and present budgets for new or ongoing work.
- Ensure all financial requirements are met, including timely reporting to donors and stakeholders.
- Tracking Bank reconciliation

Qualifications and skills/Knowledge required:

- The candidate should have a Bachelor's degree in Accounting/Finance or any related field.
- One year of work experience in the aforementioned field.
- Proven technical skills in using accounting software, preferably QuickBooks.
- Proficiency in computer literacy (Microsoft Office and G-Suite).
- Fluent in English (both oral and written).

- Ability to work with a team and independently to manage tight deadlines.

Deadline: Jan 22nd, 2025;

Click this link to [apply](#)