



Offer: Professional Internship (1)

Position: Finance & Administration Intern (1)

Host Name: Energy Private Developers (EPD)

Address: 1 KG 630 St, Kimihurura, Rugando

Duration: 6 months Professional Internship

Start Date: November 4, 2024

Monthly Stipend given to professional intern:

- 100,000 Frw covered by EPD

Priority: Fresh Graduates: (Not more than 2 years sharp after graduation)

Note: Female are encouraged to apply

About the Host: Visit our website: www.epdrwanda.com

Position Overview:

The Finance & Administration Intern will play a crucial role in supporting the financial and administrative operations of EPD. This position is perfect for highly motivated recent graduates or early-career professionals seeking to gain practical experience in a sustainable energy environment. The intern will contribute to various financial and administrative tasks, such as: financial Analysis, accounting, and administration. Through this internship, you'll have the opportunity to develop essential skills while contributing to EPD's mission of promoting renewable energy and environmental sustainability.

Key responsibilities:

Financial Analysis:

- Assisting with the preparation of financial reports, including monthly, quarterly, and annual statements.
- Supporting the budgeting process
- Conducting financial analysis

Accounting:

- Assisting with data entry and maintaining accurate financial records.
- Reconciling bank statements and accounts receivable/payable.
- Processing invoices and preparing payments.

Administration:

- Providing general administrative support
- Organising and maintaining office supplies and equipment.
- Assisting with event planning and execution.

Additional Responsibilities:

- Learning and understanding EPD's financial policies and procedures.
- Contributing to team projects and initiatives.
- Supporting the Finance & Administration team in achieving its goals.

Skills & Qualifications:

- Master's Degree in Finance or Accounting, or a closely related field.
- Bachelor's Degree in Finance or Accounting, or similar disciplines.
- Candidates with up to 1-2 years of post-graduation experience in Finance or Accounting or related fields will be preferred.
- Previous internships or academic projects focused on financial accounting, financial analysis, or budgeting will be advantageous.
- Strong analytical and problem-solving skills, with the ability to interpret and apply data to real world challenges.
- Excellent verbal and written communication skills, with an ability to produce clear, concise, and professional reports and presentations.
- Strong interpersonal skills and the ability to collaborate effectively within multi-disciplinary teams and with external stakeholders.
- Proficiency in financial analysis tools (e.g., Excel) and accounting software.
- Demonstrated organisational and time management skills, as evidenced by previous work experience or academic projects.
- Meticulous attention to detail and accuracy in financial data entry and reporting.
- Ability to quickly adapt to changing financial and administrative requirements.

Benefits:

- Professional Development
- Career Progression
- Industry Exposure
- Gain practical experience.
- Work on impactful projects.
- Collaborate with an experienced team and contribute to strategic business growth



- Opportunity to develop financial and analytical skills with real-world applications.
- Potential for long-term career opportunities within the company upon successful completion of the internship. (e.g: Job, etc)

Application:

- **Application Deadline:** October 27, 2024