



WWF *for a living planet*®

JOB DESCRIPTION

Position: Finance Intern

Location: Dar es Salaam

Grade: Intern

Reports to: Project Finance Lead

Supervises: None

1. Role Purpose

The Finance Intern will support the Accounting Unit in the delivery of day-to-day financial and administrative operations while gaining practical, supervised experience in donor-funded financial management, accounting controls, audit preparation, and compliance. The role is developmental in nature, and all duties shall be performed under the guidance and supervision of the Accounting Unit Lead.

2. Key Responsibilities

A. Financial Management & Accounting Support

- Support the filing, organization, and maintenance of financial documents including invoices, vouchers, contracts, and payment support documents in line with the WWF Finance Manual and donor requirements.
- Assist in ensuring financial documents are complete, properly referenced, and easily retrievable.
- Support verification of supporting documentation (receipts, approvals, reconciliations) prior to posting or payment.
- Assist in tracking, issuance, and reconciliation of approved travel advances to staff.
- Support the review & verification of staff retirements and claims for completeness, accuracy, and compliance with WWF policies.
- Flag discrepancies, missing documentation, or unusual transactions for review by Finance staff.

B. Procurement & Compliance Support

- Support review of procurement documentation to ensure compliance with applicable laws, internal procedures, and donor requirements.
- Assist in organizing procurement files and maintaining audit-ready documentation.
- Support tracking of procurement documentation for completeness and timeliness.

C. Audit & Internal Control Support

- Assist in preparing and organizing documentation for internal and external audits
- Retrieve and compile supporting documents in response to audit queries.
- Support tracking and follow-up of audit documentation requests under supervision.
- Observe and comply with WWF internal controls, segregation of duties, and ethical standards at all times.

D. Support to Field Programme Activities

- Provide finance support to field activities, including verification of accountability documentation submitted from the field.
- Assist in reviewing field financial reports and supporting documentation for completeness.
- Support logistical and administrative finance tasks related to project implementation, as assigned.

E. General Duties

- Undertake any other reasonable duties assigned by the other finance staff, Accounting Unit Lead, Head of Finance and Administration, or Country Director or his delegate.

3. Learning & Development Objectives

During the internship period, the intern is expected to:

- Gain practical exposure to donor-funded accounting operations.
- Understand basic principles of financial documentation, controls, and compliance.
- Learn audit preparation processes and document management best practices.
- Develop professional discipline, confidentiality, and ethical standards in a finance environment.

4. Key Performance Indicators (KPIs)

Performance will be assessed using the following measurable indicators:

A. Financial Documentation & Support

- At least 95% of assigned finance documents filed correctly and retrievable within agreed timelines.
- Less than 5% error rate in reviewed documentation (missing approvals, incorrect referencing).

B. Advances & Retirements

- 100% accuracy in tracking and filing of travel advances assigned.
- All assigned staff retirements reviewed and flagged for issues within 2 working days of receipt.

C. Audit & Compliance Support

- 100% of audit document requests responded to within agreed internal deadlines.
- Zero breaches of confidentiality or internal control procedures.

D. Professional Conduct & Learning

- Demonstrated improvement in understanding WWF finance procedures within the first 3 months.
- Positive supervisor assessment on reliability, attention to detail, and responsiveness.

5. Reporting & Working Relationships

Internal

- Works closely with the Finance and Administration team.
- Interacts regularly with programme and support staff for documentation follow-up.

External

- Interacts with external stakeholders only as required and under guidance of the Accounting Unit Lead

6. Qualifications & Competencies

Required Qualifications

- University degree or advanced diploma in Accounting, Commerce, Business Administration, or related field.

Knowledge & Skills

- * Basic understanding of accounting principles.
- * Good organizational and filing skills.
- * Basic computer literacy (MS Excel and Word).
- * Attention to detail and accuracy.

Personal Attributes

- * Integrity, confidentiality, and professionalism.
- * Willingness to learn and accept supervision.
- * Good communication skills in English

7. Ethical Standards & Confidentiality

The Finance Intern shall adhere to WWF policies, code of conduct, and ethical standards, and shall maintain strict confidentiality of all financial and organizational information.

Please send your CV and Cover Letter to hresources@wwftz.org by close of business on Friday 15th August 2026