**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](http://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 22, 2024
* **Apply Here**

**Candidate selection & date:**

* Shortlisted : October 23-24, 2024.
* Interview call & confirmation email: October 25, 2024
* Interview Period: 28th-31st October, 2024
* Onboarding: November 4, 2024.