LGV Movers Limited
2nd Floor, Chief House, New Bagamoyo Rd, Tegeta
P.O.Box: 70714, Dar es Salaam -Tanzania
L: +255 222 630 753 | M: +255 679 495 132
E-mail: info@lgvmovers.com | Website: www.lgvmovers.com

# FINANCE AND ADMINISTRATION INTERN (TEGETA, DAR ES SALAAM) – 1 POST

## Introduction:

Are you looking to kick-start your career in finance and business operations? **LGV Movers Limited**, is offering an exciting **Finance and Administration Intern** position. This is a unique opportunity to gain hands-on experience in a dynamic business environment while contributing to the financial, sales, and administrative functions of a fast-growing organization.

If you're passionate about numbers, detail-oriented, and eager to develop your skills in finance and business operations, we'd love to hear from you!

## Job Description

As a **Finance and Administration Intern** at LGV Movers Limited, you will play a critical role in supporting our day-to-day operations. Your responsibilities will include:

## Accounting Tasks

- Recording financial transactions and maintaining accurate financial records.
- Preparing invoices, receipts, and other financial documents.
- Assisting in the preparation of monthly financial reports and budgets.
- Reconciling bank statements and tracking accounts payable/receivable.

## Sales Support Tasks

- Assisting in the preparation and tracking of client quotations and proposals.
- Maintaining customer records and ensuring timely follow-ups on payments.
- Supporting the sales team in client communications and contract preparation.

## Administrative Tasks

- Managing and organizing company files and documentation.
- Handling correspondence, scheduling meetings, and coordinating office activities.
- Assisting with procurement and inventory management for office supplies and resources.
- Ensuring compliance with company policies and procedures in all administrative tasks.

## Other Key Contributions

- Collaborating with various departments to support seamless operations.
- Analyzing financial and operational data to provide actionable insights.
- Participating in process improvement initiatives to enhance efficiency.

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## Personal Requirements:

- Good oral and written communication skills.
- Good organization skills.
- Strong computer and Internet skills.
- Flexibility.
- Excellent interpersonal skills.
- A fast learner.
- Sensitive to confidential matters.
- Ability to adhere to the company core values

## What We're Looking For

- A recent diploma graduate in accounting and/or finance or any related fields.
- Strong analytical skills and attention to detail.
- Proficiency in Microsoft Office Suite (Excel, Word, PowerPoint).
- Excellent communication and organizational skills.
- Eagerness to learn and adapt in a fast-paced environment.
- Prior experience in accounting or administrative roles (an added advantage).

Send your application letter, CV with your relevant certificate(s) to the following email: hr@lgvtanzania.co.tz before 31st January, 2025.