

Finance Intern

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Company: Fuzu

Location: Kampala

Category: educational-instruction-and-library

Job Summary

Contract Type:

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Requirements

1. Must have a Bachelor's degree in Business Administration (Accounting and Finance), or Bachelor of Science in Accounting and Finance, at least 2:1 from Uganda Christian University.
2. Must have knowledge of working in a computerized environment i.e, use of Ms excel, Ms Word, Power point and internet
3. Must have good interpersonal skills especially when dealing with students, staff and visitors
4. Must be a person of high integrity with excellent working ethic
5. Must be a committed and practicing Christian

Responsibilities

1. Assist in the Clearance of students for registration, exams and graduation
2. Assist in Posting payments into the ledger
3. Assist in Posting of petty cash
4. Preparing of weekly cash flow report
5. Assist in following up and filing accountabilities for all funds advanced to University Staff for official work
6. Perform any other official duties as may be assigned by the Supervisor

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