



Offer: Professional Internship

Position: Finance Officer Intern

Host Company: Munyax Eco Ltd

Duration: 6 months

Professional Internship will start from: November 10, 2025.

Monthly Stipend given to professional intern:

- 100,000 Frw covered by EPD

Who can apply: Fresh Graduates: (Not more than 2 years after graduation)

About the host company: Visit their website: <https://ibosmunyaxeco.odoo.com/>

Munyax Eco Ltd is a leading private company driving Africa's energy transition by providing clean, affordable, and smart energy solutions. We are passionate about promoting women and youth participation in sustainable energy initiatives.

We are looking for a **Finance Officer Intern** to assist our Finance and Accounting Department in their daily financial and accounting tasks.

Responsibilities

- Assist in banking of all cash or cheques collected from customers, maintain the petty cash, cheques and fuel cards; do daily reconciliation and count.
- Assist finance staff with accounting support functions by enter information into the financial accounting system of the company
- Assist in maintaining complete and accurate vouchers records so that they are readily accessible for inquiries by vendors or auditors; all voucher packages (obligation and liquidation documents) must be filed on a weekly basis;
- Perform weekly-end creditors and debtors' reconciliations
- Review supporting documentation such as expense acquittals for accuracy and completeness before posting.
- Assists with provision of requested documentation during the Annual Statutory Audits
- Filing supporting documentation properly
- Working under the supervision of the Finance and operations Manager to collect, understand, process, verify and report accounting related-information
- Be given professional analytical and management support work assignments
- Assistance may be required in the preparation of monthly or weekly financial reports
- Undertake any reasonable task on the request of the superior.
- Assist the Accounting Officer with financial record keeping in the Odoo accounting software
- Assist in proper and complete documentation and filing for easy retrieval of all accounting related documents.
- Undertake any other duties related to the job as assigned by the superior.

Qualifications



- Graduate with either a University Degree in Accounting or Finance
- Having experience in accounts will be an added advantage.
- Proficient in Microsoft Office especially in excel
- Basic understanding of financial and accounting principles
- Attention to detail and Ability to multitask

Application:

- **Application Deadline:** November 2nd, 2025
- Confirmation email to the shortlisted interns : **November 3 - 4, 2025.**
- Interview Period: **November 5 - 6, 2025**
- Final confirmation email to the selected interns: **November 7, 2025**
- Onboarding interns in their respective companies: **November 10, 2025.**