

Terms of Reference (ToR) – Finance & Accounting Intern

Position: Finance and Accounting Intern

Organization: Peoples Action for Accountability & Good Governance (PAAGZ)

Location: Lusaka, Zambia

Duration: 6 months (with possibility of renewal)

About PAAGZ

The People's Action for Accountability and Good Governance in Zambia (PAAGZ) is an independent non-profit organization dedicated to strengthening governance, transparency, and accountability in Zambia. Through advocacy, research, and civic engagement initiatives, PAAGZ promotes responsible leadership and improved public service delivery, particularly for marginalized groups, including women, youth, and rural communities. Our work is grounded in the belief that accountable institutions and active citizen participation are essential to building inclusive and sustainable societies.

PAAGZ employs a distinctive approach, utilizing art and creative expressions to drive advocacy and interventions on Good Governance and Service Delivery, particularly targeting marginalized women and youth.

Purpose of the Internship

The internship aims to provide hands-on experience in financial management and accounting practices within a non-governmental organization, while supporting PAAGZ's finance team in maintaining, adequate bookkeeping, transparency and accountability.

Key Responsibilities

- **Financial record keeping:** Assist in maintaining accurate financial records, filing receipts, and updating ledgers.
- **Data entry:** Input financial transactions into accounting software or spreadsheets.
- **Bank reconciliations:** Support monthly reconciliation of bank statements.
- **Expense tracking:** Monitor petty cash and project-related expenditures.
- **Audit support:** Help prepare documentation for internal and external audits.
- **Reporting:** Assist in drafting financial reports for donors and management.
- **Compliance:** Learn and apply NGO financial policies and Zambian regulatory requirements.

Learning Outcomes

By the end of the internship, the intern should:

- Understand NGO financial management systems.
- Gain practical skills in accounting software and reporting.
- Develop knowledge of donor compliance and financial accountability.
- Strengthen organizational and teamwork skills.

Supervision & Reporting

- The intern will report directly to the **Finance & Operations Manager**.
- Weekly check-ins will be conducted to review progress and provide mentorship.

Working Hours

- 37 hours per week (flexible).

Eligibility

- Recent graduate (within the last 2 years) in **Accounting, Finance, or Business Administration**.
- Basic knowledge of accounting principles.
- Strong attention to detail and integrity.
- Below 30 years of age.

Stipend & Benefits

- A modest stipend may be provided to cover transport and meals.
- Completion/recommendation certificate at the end of the internship.

How to Apply:

If you are a motivated and enthusiastic individual who shares our passion for good governance and accountability, please submit your application, including:

- Cover letter
- CV/Resume
- Academic qualification/transcript

Deadline: 17.00hrs Tuesday, 28th July, 2026

Contact Information: Send your applications to the following with the subject line **_Finance and Accounting Intern**: Email: application@peoplesactionzambia.org and copy programs@peoplesactionzambia.org

Female candidates are encouraged to apply.