



Monad Charity is hiring an Accounting Intern!

Monad Charity is a non-governmental organization (NGO) dedicated to fighting poverty through education and social inclusion. We provide remedial education, psychological support, and holistic care to children from vulnerable backgrounds. Our work extends to assisting families with career guidance, emergency relief, and educational support. Monad Charity operates in the non-profit/social sector and offers a hands-on learning experience in accounting within an NGO environment.

Situated at: Lotus Lane, Eau Coulee

Duties are as follows:

Assist in maintaining financial records and bookkeeping

Prepare and process invoices, receipts, and expense reports

Help with budget tracking and financial planning

Support in the preparation of financial statements and reports

Assist in MRA and regulatory submissions

Ensure proper documentation of financial transactions

Handle general administrative tasks related to accounting and office operations

Provide support in organizing financial records and reporting for donors and stakeholders

We are currently looking for degree holders in

BSc (Hons) Accounting

BSc (Hons) Finance

BSc (Hons) Banking and Finance

Duration: Contractual Period of 2 months, with the possibility of extension

Experience: Not required (Students and fresh graduates are welcome)

Remuneration: Remunerated - Allowance based on productivity + transport costs will be refunded

Working Days/ Time: Flexible – the intern will not be required to work every day. Work hours will depend on task completion and productivity rather than fixed daily attendance. The schedule will be discussed to accommodate both the intern's availability and the organization's needs.

Send your CV/ Motivation Letter on: info@monadcharity.org

By: **April 7, 2025**

Learn more on their company: www.monadcharity.org

Contact: 57585714