



Terms of Reference

Finance Intern (Due Diligence Desk)

1. About AWDF

The African Women's Development Fund (AWDF) is a foundation that supports local, national and regional women's organisations working towards the promotion and realisation of African women's rights. Specialising in grant-making, technical assistance and other focused, tailored movement-building programmes, the AWDF works to strengthen and support the work of African women's organisations and feminist movements. Through amplifying and celebrating African women's voices and achievements, AWDF supports efforts that combat harmful stereotypes and promote African women as active agents of change. AWDF is not an endowed foundation, and as such raises all the funds for its operational and programmatic work.

2. Background

AWDF requires the services of a Finance Intern to support the work of the Finance Department. The intern will have the opportunity to learn as well as support the finance team to achieve its set objectives. We are looking for an intern who is dynamic, curious, innovative, conscientious, and believes in the true value of effective and efficient financial management. The Finance intern will report to the Finance Manager and will have responsibilities of supporting key financial management processes including planning, transaction processing and reporting and risk management. The Intern will be responsible for receiving, reviewing, recording, uploading, filing documents for processing documentation and any other duties assigned.

3. Purpose of the Assignment

The internship aims to provide support to the Finance Department. In addition, the intern will assist with front desk duties on two designated workdays each week to ensure smooth office operations.

The roles and responsibilities are as follows;

- Assist the team in undertaking financial risk assessment during the pre-grant award assessment process.
- Assists with consultants' contracting process to carry out Due Diligence assignments on grantee partners (this includes various follow-ups on both



- consultants and grantee partners).
- Support the filing of all documents under the operations of the Due Diligence desk
- Provides support during meetings, setting up meetings, and preparing meeting minutes.
- Perform any other duties as assigned
- **Front Desk Assistance (2 Days per Week)**
 - ❖ Welcome and direct visitors in a professional manner.
 - ❖ Answer and route phone calls and inquiries.
 - ❖ Assist with courier services, mail distribution, and office supplies management.
- Perform any other duties as assigned

5. Location

AWDF Office Justice Sarkodie Addo Avenue East Legon

6. Deliverable

To provide a monthly report of work accomplished as outlined in the TOR.

7. Intern's Profile

The intern should have:

A University degree in accounting or a finance-related field

Relevant experience in the public or private sector

Competencies

The intern should have the ability to:

- ❖ Basic understanding of double-entry bookkeeping,
- ❖ Able to analyse basic finance data
- ❖ Ability to handle sensitive information in an appropriate manner, including maintaining high levels of confidentiality.
- ❖ Ability to review invoices or other finance schedules and identify mistakes
- ❖ Able to write clearly about finance-related issues identified
- ❖ Able to contribute to the improvement in the process using experience and knowledge of financial processes
- ❖ Excellent team spirit, presentation and interpersonal skills;
- ❖ Strong sense of integrity and continuous demonstration of honesty, transparency and accountability



AFRICAN WOMEN'S
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- ❖ Excellent writing skills, command of written and spoken English, including the ability to document processes.
- ❖ Must be self-confident and willing to learn
- ❖ Prioritise work to meet goals and objectives within the acceptable timeframes.
- ❖ Have excellent interpersonal skills
- ❖ Handle stressful situations with ease and composure
- ❖ Have a commitment to the principles of Women's rights and gender equality
- ❖ Demonstrate commitment to AWDF's values of feminist leadership, accountability, diversity, respect and solidarity.

8. Duration of the Assignment

The assignment is for six months, and the Intern will work Monday to Friday.

How to apply

Interested and qualified persons should please submit a cover letter and CV indicating previous experience and relevant field knowledge via email to consultants@awdf.org with "**Finance Intern (Due Diligence Desk)**" in the subject line

The deadline for submission of proposals is Friday, 5th June 2026.

In line with AWDF's mission, qualified and interested African women are encouraged to apply.