

Vacancy

Finance Intern



Join Our Dynamic Team

The Finance Intern will assist the Finance Department in supporting the accounting and financial operations of the Pension-Backed Home Loan (PBHL) Scheme. The role is designed to provide hands-on experience in financial reporting, reconciliations, audit preparation, and fund administration while ensuring adherence to company policies, internal controls, and governance frameworks.

Key Responsibilities

- Assist in maintaining accurate and up-to-date accounting records in line with company policies and procedures.
- Support the preparation of monthly financial reports, cash flow statements, and reconciliation schedules.
- Help with the verification and processing of payments.
- Maintain proper filing and custody of financial documents, ensuring confidentiality and accessibility for audits.
- Support in the preparation of audit schedules and coordination with internal and external auditors.
- Participate in the review of supplier invoices, ensuring accuracy and completeness before posting.
- Assist in tracking and compiling financial data related to loan disbursements and recoveries.
- Contribute to other finance-related administrative tasks and departmental initiatives as assigned.

Job Requirements

- Bachelor's degree in accounting or finance, or a related field.
- Professional qualification or progress toward certification such as ACCA, CIMA etc will be an added advantage.
- Minimum 1 year of relevant experience.
- Proficiency in MS Office (especially Excel) and accounting systems such as Pastel, and Sage Evolution.
- Solid understanding of IFRS, financial controls, reconciliations, and audit processes.
- Possession of relevant certifications in Financial Reporting, Risk Management, or Compliance will be highly advantageous to the role and demonstrate added professional competence.

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We Are Hiring!

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Key Skills & Competencies

- Excellent analytical, numerical, and problem-solving skills with strong attention to accuracy and detail.
- Maintains high ethical standards in handling sensitive financial information.
- Works effectively within a multidisciplinary team environment.
- Able to manage multiple tasks and meet deadlines under supervision.
- Demonstrates initiative and a commitment to developing professional competence in finance.
- Demonstrates professionalism, ethical conduct, and a proactive mindset.

A comprehensive and fair remuneration is offered, aligned to skills and qualifications. Interested candidates should forward their resumes, accompanied by Certified Copies of ID, Educational Qualifications, including three contactable references, in strict confidence to:

Email: hr@firstcapitalnam.com

Closing date for applications: 6 November 2025

First Capital Treasury Solutions is an equal opportunity employer and encourages previously disadvantaged people and those with disabilities to apply.

The advert has minimum requirements listed. Management reserves the right to use additional/relevant information as criteria for shortlisting. Applicants who do not receive any response within three weeks after the closing date must accept that their applications were not considered favourable. FCTS regrets that it cannot return documents.

No late applications will be accepted.

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