



Drug Free and Preventive Healthcare Organisation, (DAPHO) is hiring a Finance Intern. The intern will support the financial operations and contribute to the effective management of funds for harm reduction and public health programs across Gombe State.

The intern will assist in maintaining accurate financial records, processing transactions, and supporting reporting for donor-funded projects focused on improving access to healthcare services for vulnerable populations, including people who use drugs.

Working closely with the finance team, the intern will gain hands-on experience in nonprofit financial management, compliance, and accountability, while contributing to the organization's mission of reducing stigma, improving health outcomes, and strengthening community-based interventions.

**Position:** Finance Intern.

**Location:** Gombe

**Type:** Part time

**Duration:** 3 months (Possible renewal based on performance)

### Responsibilities:

- Assist in maintaining accurate financial records and documentation.
- Support the preparation of vouchers, invoices, and expense reports.
- Help with data entry into accounting systems and spreadsheets.
- Assist in bank reconciliations and financial tracking.
- Support budget monitoring and reporting processes.
- Ensure compliance with organizational financial policies and procedures.
- Provide administrative support to the finance team as needed.

### Requirements:

- NYSC / Graduated in Accounting.
- Basic understanding of accounting principles.
- Proficiency in Microsoft Excel and other MS Office applications.
- Strong attention to detail and organizational skills.
- Good communication and interpersonal skills.
- High level of integrity and willingness to learn.

### Benefits:

- Practical experience in NGO financial operations.
- Exposure to donor-funded project financial management.
- Mentorship from experienced finance professionals.
- Opportunity to build skills in budgeting, reporting, and compliance.

## How to Apply:

Interested candidates should send their CV and a brief cover letter to: [info@dapho.org](mailto:info@dapho.org)  
Subject line: Finance Intern Application Gombe - (Your Name)

**Application Deadline: 8th April,2026**

*DAPHO is an equal opportunity organisation and encourages applications from all qualified individuals, regardless of gender, disability, or background.*

