

Job Title: Finance Intern**Reporting to:** Finance Manager**Location:** Maputo, Mozambique**Position Type:** Part-time, 3-month unpaid internship**Target Start Date:** As soon as possible**Application Closing Date:** October 8, 2025 23:59 CAT**ABOUT RIGHT TO PLAY:**

We reach millions of children each year in some of the most difficult places on earth, helping them to stay in school and learn, overcome prejudice, heal from trauma, and develop the skills they need to thrive. We do this by harnessing play, one of the most fundamental forces in a child's life, to teach children the critical skills they need to dismantle barriers and embrace opportunities, in learning and in life.

Established in 2000, Right To Play reaches children through experiential programming in 14 countries in Africa, Asia, the Middle East, and North America. These programs are supported by our global offices in Toronto, Canada; London, UK and seven national offices across Europe and North America.

Our programs in Mozambique focus on creating safe and inclusive play-based learning environments for children in Maputo, Gaza, Niassa, Nampula and Cabo Delgado. Right To Play values learning and development and is offering an internship opportunity within the Finance Department in Maputo to provide a foundational understanding of financial operations within our dynamic international NGO setting.

OUR MISSION:

We protect, educate and empower children to rise above adversity using the power of play.

OUR CULTURE CODE:

- **Accept Everyone** – *Be intentional about inclusion*
- **Make Things Happen** – *Seek opportunities to lead and innovate*
- **Display Courage** – *Act with integrity*
- **Demonstrate Care** – *Look after yourself and one another*
- **Be Playful** – *Have fun at work*

Learn more about who we are and what we do on our website

<https://righttoplay.com/en/countries/mozambique/> and our Culture Code here www.righttoplay.com/en/landing/our-culture-code/.

PURPOSE:

The Finance Intern will support the Finance Department in various administrative and basic financial tasks, gaining practical experience in the operations of Right To Play's finance function in Mozambique. This role will involve assisting with document organization, basic record-keeping, introductory tasks related to bookkeeping and the ERP system, filing, and potential exposure to field-level financial activities that support Right To Play's impactful programs across the country.

WHAT YOU'LL DO:

- **Document Organization and Record-Keeping:**
 - Assist in organizing and maintaining financial documents (both physical and electronic) according to Right To Play's established guidelines.
 - Help ensure financial documents are complete and filed appropriately for efficient retrieval.
 - Support the team in the preparation of documents for internal reviews and audits.
- **Basic Bookkeeping Support:**
 - Assist in the basic recording of financial transactions under the direct supervision of a Finance team member, learning fundamental accounting entries.
 - Help in the preparation of payment vouchers and receipts, ensuring basic supporting documentation is attached.
 - Support basic reconciliation tasks, such as assisting with petty cash counts and comparing basic records against summaries.
- **Introduction to Enterprise Resource Planning (ERP) System (Dynamics 365 Exposure):**
 - Under close guidance, assist with basic and accurate data entry into the Microsoft Dynamics 365 ERP system, following clear instructions.
 - Support the team in generating basic reports from Dynamics 365 under supervision for review purposes.
 - Participate in introductory training sessions on the use of Dynamics 365 to understand its core functionalities relevant to the intern's tasks.
- **Filing:**
 - Assist in maintaining a well-organized filing system for financial documents (both hard and soft copies) in line with Right To Play's document management procedures.
 - Help in retrieving documents as requested by Finance team members, ensuring proper sign-out/sign-in procedures are followed.
- **Potential Field Work Exposure:**
 - Depending on project needs in Mozambique and under close supervision, there may be opportunities for limited travel to Right To Play's field locations to observe or assist with basic financial tasks, such as:
 - Observing the process of collecting financial documents from field offices or partner organizations.
 - Assisting with basic record-keeping or data collection in the field under clear guidance from a supervisor.
- **General Finance Support:**
 - Assist with photocopying, scanning, and other administrative tasks for the Finance Department in the Maputo office.
 - Support with basic petty cash handling and documentation under the direct supervision of a designated team member.
 - Perform other basic finance-related tasks as assigned by the supervisor to support the efficient functioning of the Finance Department in Mozambique.

WHAT YOU'LL BRING:

- Currently enrolled in or recently graduated (within the last year) with a Diploma or Bachelor's degree in Accounting, Finance, Business Administration, or a related field.
- No prior professional experience in finance is strictly required, as this is an entry-level learning opportunity. However, any relevant coursework or previous internship experience is considered an advantage.
- Basic understanding of accounting principles gained through academic studies is desirable.
- Basic computer literacy, including proficiency in Microsoft Office Suite (Word, Excel) for basic data entry and document handling.
- Strong organizational skills and a keen attention to basic details to ensure accuracy in assigned tasks.
- Good communication and interpersonal skills, with a proactive attitude towards learning and asking clarifying questions.
- Fluency in Portuguese is required for effective communication within the Right To Play Mozambique team. Basic knowledge of English is an advantage for potential communication with the global team and understanding international resources.
- Willingness to learn and take initiative in completing assigned tasks and contributing to the team.
- Potential willingness to travel to Right To Play's field locations within Mozambique, depending on project needs and supervisor approval.
- Demonstrated interest in Right To Play's mission and values and a genuine desire to learn about the financial operations of an international NGO focused on children.

WHAT YOU'LL GET:

This internship at Right To Play in Maputo offers a valuable opportunity to:

- Gain practical introductory experience within the finance department of a reputable international NGO dedicated to empowering children through play.
- Develop foundational skills in document organization and financial record-keeping in a professional office environment.
- Receive introductory exposure to the use of an ERP system, specifically Microsoft Dynamics 365, within the context of NGO financial management.
- Understand the basic financial processes and procedures that underpin Right To Play's operations in Mozambique.
- Potentially gain basic exposure to financial activities at Right To Play's field program locations, providing insights into on-the-ground operations.
- Work alongside experienced finance professionals at Right To Play in Maputo and benefit from their mentorship and guidance.

ADDITIONAL INFORMATION:

This job advert is a guideline and may be subject to minor adjustments based on the specific needs of Right To Play in Maputo and the intern's learning objectives during the internship period.

HOW TO APPLY:

If you are interested in applying for this position, please apply with your resume and cover letter in English via the application link.

Application Link: <https://righttoplay.hiringplatform.ca/214505-finance-intern-maputo-mozambique/955069-application-form/en>

As part of our selection process, final candidates will be required to complete security checks and police record check as a condition of the offer. More details about our recruitment process is available [here](#). Safeguarding information is available [here](#).

Right To Play provides equal employment opportunities to employees regardless of their gender, race, religion, age, disability, sexual orientation or marital status. We strongly encourage groups who have been historically disadvantaged with respect to employment to apply for positions at Right To Play.

We value and promote a culture of diversity, equity, inclusion, and belonging. We are committed to providing accommodations to candidates with disabilities during the recruitment and selection process, and thereafter. Please reach out to the People & Culture team by email at careers@righttoplay.com. **All information provided will be treated as confidential and used only to provide an accessible candidate experience.**

To learn more about who we are and what we do, please visit our website at <https://righttoplay.com/en/countries/mozambique/>.