



Grant Thornton is one of the world's leading firms offering independent Audit, Tax, and Advisory services. We are made up of over 56,000 people in over 140 countries. We are looking for a dynamic, enthusiastic, and dedicated **Compliance Intern** for our Tanzanian office to be part of a team in our **Compliance Department**.

Vacancy Title: Compliance Intern

OVERALL ROLE:

Reporting to the Compliance Manager and Senior Associates. The Compliance Intern will support the Compliance Department in the execution of its tasks. Tasks will include contract management, Know Your Client (KYC), Client onboarding procedures, legal research, industry compliance services, and any other duties assigned to by the Supervisor/Senior Associates.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Draft legal documentation;
- To provide legal and administrative support to other departments;
- To keep up to date with changes and amendments of the laws and regulations;
- Complete allocated tasks to the highest standard in compliance with internal company policies and procedures;
- Take responsibility for developing your own and other professional knowledge and skills;
- Acts as an ambassador of the firm, building relationships and promoting the firm at every opportunity to facilitate new business opportunities;
- Conducting legal research for the department;
- Performing registrations with various government agencies;
- Undertake any other related duties as may reasonably be required.

Grant Thornton Tanzania

First Floor, Viva Towers, Ali Hassan Mwinyi Road
PO Box 7906, Dar es Salaam, Tanzania
info@tz.gt.com



SKILLS AND ATTRIBUTES:

- A basic knowledge of the Tanzanian legal system;
- Fluent in English and Swahili;
- Enthusiastic with excellent analytical and problem-solving skills;
- Demonstrate the ability to follow instructions accurately, the ability to absorb large amounts of complex information, and attention to detail;
- Resilience, adaptability, agility;
- The ability to push boundaries to discover new things, raise standards, and drive results;
- Accountability and integrity
- A can-do (positive) attitude
- Demonstrate the ability to write letters/reports and analyze complex information promptly;
- Demonstrate strong verbal communication skills;
- Ability to work under demanding time scales, and competing priorities in a pressurized environment;
- The role will require the candidate to be commercially aware and able to demonstrate a sound knowledge of wider business factors;
- Excellent planning and organization skills;
- Basic computer skills i.e., Microsoft and Excel;
- Demonstrate the ability to problem solve and deal with stressful situations calmly; and
- An ability to empathize with clients.

QUALIFICATIONS/EXPERIENCE AND MINIMUM REQUIREMENTS:

- O-Levels (3 C's or above), or equivalent;
- A-Levels (2 D's or above), or equivalent;
- A recent graduate with a Bachelor of Laws Degree from any recognized University with a minimum of 3.5 cumulative GPA or above, or its equivalent;
- Resume (CV) and a Cover Letter; and
- Some relevant work experience would be an added advantage

Vacancy Title: Compliance Intern

WE OFFER:

- A corporate culture in which personal growth, mutual trust, and lifelong learning are being fostered;
- An inclusive workspace that encourages diversity and pursues mutual respect for each other's beliefs and background;
- Professional experiences in an international and dynamic working environment with inspiring colleagues, continuous learning and development opportunities, and exposure to multi-disciplinary client service teams;
- Unrivalled space to grow and be innovative.

HOW TO APPLY:

- If your career aspirations match this exciting opportunity, please forward your CV to **info@tz.gt.com**. Applications should reach us on or not later than **30 November 2023**
- *Please quote - **COMD/INTR/NOV/2023** in the email subject*
- *Please note, only shortlisted candidates will be contacted*