

6th January 2026

Dr. Mavis Pobbi
Ag. Head of Department
University of Education, Winneba
School of Business
Department of Accounting
P.O. Box 25,
Winneba

Dear Dr. Mavis,

OFFER OF INTERNSHIP TO MR. PHILIP POBE

We are pleased to offer Mr. Philip Pobe an internship position in the Accounting and Auditing Department at TRC Consult (Chartered Accountants). We were impressed by his attitude and enthusiasm during the interview process and believe he will be a valuable addition to our team.

This internship is designed to provide him with practical, hands-on experience in various aspects of accounting and auditing within a practice environment.

Internship Details:

- **Position:** Accounting/Auditing Intern
- **Department:** Accounting/Auditing
- **Reports to:** Mr. Lawrence Narh Kwesi, Audit Supervisor
- **Start Date:** Tuesday, 6th January 2026
- **End Date (Expected):** Thursday, 30th April 2026
- **Hours:** 40 hours per week; Expected workdays: Monday to Friday
- **Compensation:** This is an unpaid internship
- **Location:** Adjacent Glorex Plaza, Opposite NTHC Estates, Community 14, Market Place, Sakumono, Tema West Municipal Assembly, Tema.

A: P. O. Box SK 544, Sakumono.

Location: Oak Galleria Ltd. Comm. 14/MKT/A/35,
Lashibi near Farm Vivian

M: +233 201 133 300

C: +233 244 341 644

E: trcconsultgh@gmail.com

W: www.trcconsultgh.com

Key Responsibilities:

During Philip's internship, he will have the opportunity to assist with:

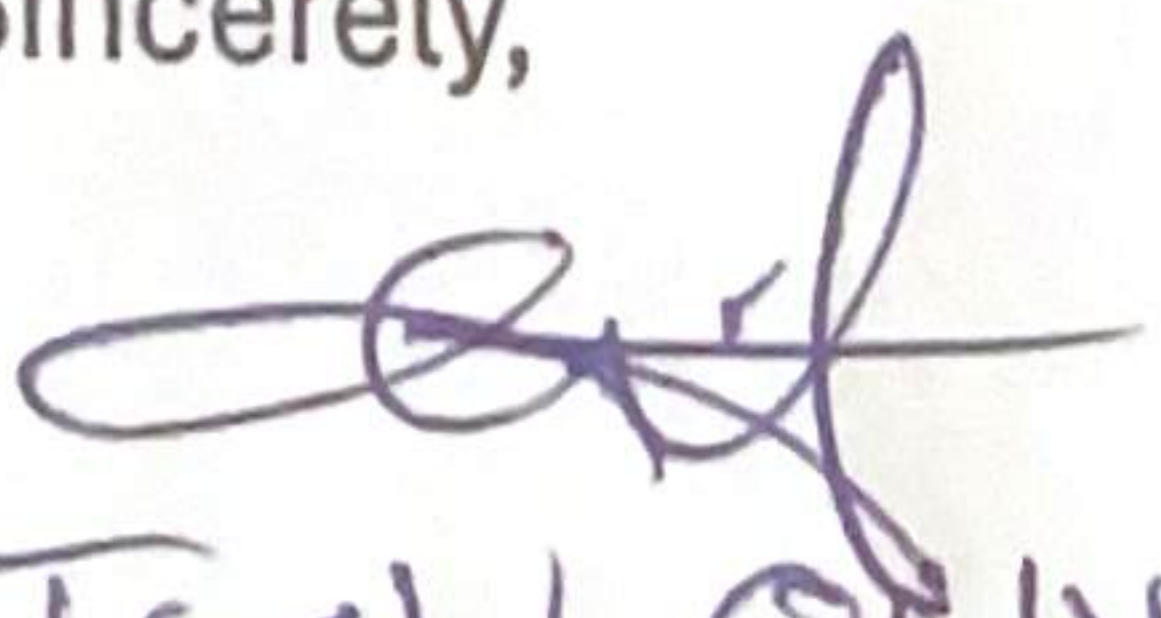
- General Accounting Practice
- General Auditing Practice
- Reconciling general ledger accounts
- Financial record keeping
- Preparing financial reports and audit documentation

Acceptance of Offer:

To accept this internship, Philip, please sign and return a copy of this letter by Thursday, 8th January 2026.

We are excited about the prospect of Philip joining our team and are confident this internship will be a mutually beneficial experience. Philip, If you have any questions regarding this offer, please do not hesitate to contact me by email at trcconsultgh@gmail.com or by phone at 024 434 1644.

Sincerely,



JOHN OLIVER NIPAH

for **Dr. Felix Kwame Aveh**
Managing Partner

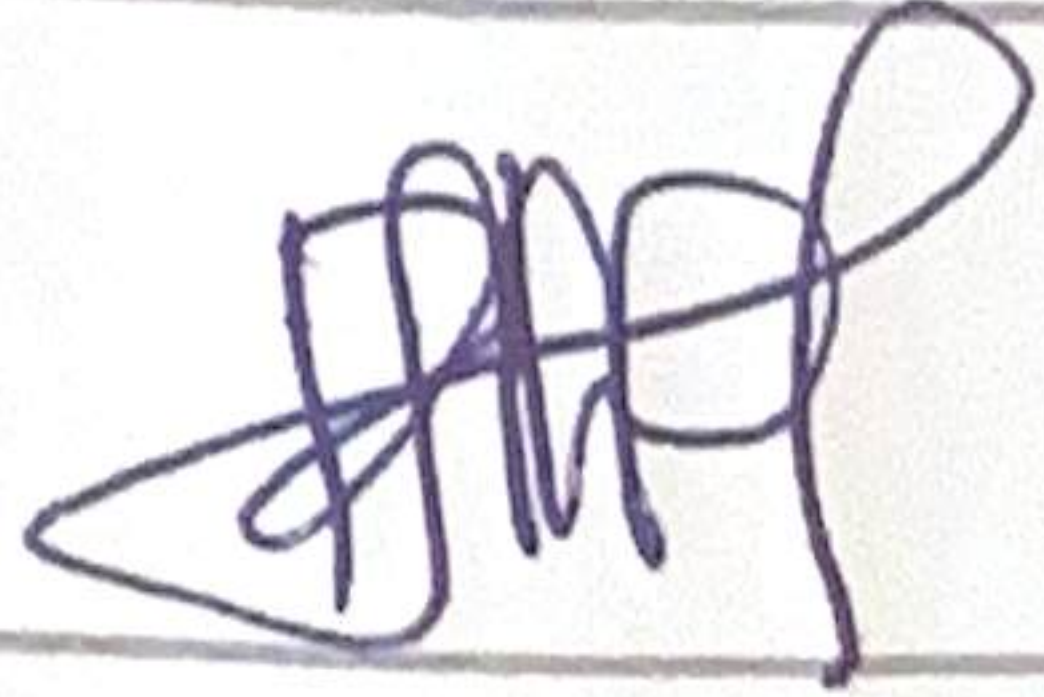
Cc: Mr. Philip Pobe, Intern

Mr. Lawrence Narh Kwesi, Audit Supervisor

Acknowledgment and Acceptance by Mr. Philip Pobe:

I have read and understood the terms of this internship offer and accept the position as outlined above.

Signature of Intern:



Date:

6TH JANUARY 2020