

5th 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– MR. JERRY JOHN KPEMLI

We are pleased to offer Mr. Jerry John Kpemli an internship position in the Accounting and Auditing Department at John Nipah and Associates (Chartered Accountants). We were impressed by his qualifications 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:** Ms. Benedicta Ami Mensah, Audit Manager
- **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, Lashibi, Tema West Municipal Assembly, Tema.

Key Responsibilities:

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

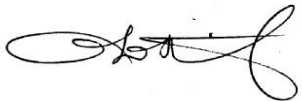
- General Accounting Practice
- General Auditing Practice
- Reconciling general ledger accounts
- Data entry and maintaining financial records
- Preparing financial reports and audit documentation

Acceptance of Offer:

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

We are excited about the prospect of Jerry joining our team and are confident this internship will be a mutually beneficial experience. Jerry, If you have any questions regarding this offer, please do not hesitate to contact me by email at john@jna.com.gh or by phone at 024 466 6320.

Sincerely,



John Oliver Kwame Nipah

Managing Partner

Cc: Ms. Benedicta Ami Mensah, Audit Manager

Mr. Jerry John Kpemli, Intern

Mrs. Peace Annan, HR Manager

Acknowledgment and Acceptance by Mr. Jerry John Kpemli:

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

Signature of Intern:

A handwritten signature in blue ink, appearing to read 'Jerry John Kpemli', written over a horizontal line.

Date: 6th January 2026