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**BUSITEMA UNIVERSITY  
FACULTY OF MANAGEMENT SCIENCE**

**FIELD WORK ATTACHMENT EXERCISE CARRIED AT PATHFINDER FINANCIAL  
SERVICES LIMITED-ARUA BRANCH**

**BY  
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REG NO: BU/UP/2021/1253  
YEAR: TWO**

**A FIELD WORK ATTACHEMENT REPORT SUBMITTED TO THE FACALTY OF  
MANAGEMENT SCIENCES IN PARTIALFULFILMENT OF THE REQUIREMENT  
FOR THE AWARD OF BACHELOR'S DEGREE IN BUSINESS  
ADMINISTRATION IN BUSITEMA UNIVERSITY**

**JUNE TO AUGUST 2023.**

## DECLARATION

### DECLARATION

I, **SIASA PEACE**, hereby declare that the contents of this Internship Report are my work and therefore to the best of my knowledge, this Report has never been presented elsewhere for any professional award in any institution of higher learning, except where due acknowledgement or reference has been made in the text

NAME: SIASA PEACE

SIGN. *S.P.*.....

DATE. *10<sup>th</sup> / 08 / 2023*.....

# APPROVAL

## APPROVAL

This is to certify that this report has been prepared and submitted by **SIASA PEACE** upon completion of her field attachment period at Path finder financial service limited under supervision and guidance. It meets the Academic Examiner's requirements for the Bachelor's Degree in Business Administration of Busitema University as approved by;

### ACADEMIC SUPERVISOR

NAME: MR. WEJULI JOSEPH.

SIGNITURE.....*W. Joseph*.....

DATE.....*02/09/2023*.....

### FIELD SUPERVISOR

NAME: MR OSUTA JIMMY

SIGNITUE:.....*J. Osuta*.....

DATE:.....*25/8/2023*.....



## **DEDICATION**

I dedicate this field work to my Father Mr. Arima Simon and my mother miss Maturu Doreen and also to my lovely sister Egukia Comfort who have always been there for me in every step I took in this field work exercise , may God reward you accordingly for all that you people have laboured to do, words of wisdom, care and other financial attachments. Another special dedication goes to all the staff members of pathfinder financial services limited for the support and guidance they rendered me during my period of internship exercise most especially the field supervisor Mr. Osuta Jimmy and also the Busitema University fraternity at large Without all this people, I couldn't have made it up to this far and may the Almighty God bless them abundantly.

## **ACKNOWLEDGEMENTS.**

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## **LIST OF ACRONYMS.**

PFLS	Path finder financial service limited
ID	Identity card
FSO	Financial service officer
FSS	Financial service supervisor
FSM	Financial service manager
PB	Pass book
BM	Branch manager
SG	Sub group
RM	Regional manager
LTD	Limited
FSA	Financial service accountant(administrator)
CB	Cash book
GL	General ledger
LR	Loan register
LS	Loan security
LT	Loan tracker
DR	Debit
CR	Credit
B/F	Balance brought forward
B/D	Balance brought down

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## EXECUTIVE SUMMARY

This report contains a clear narration of my internship exercise I conducted at Pathfinder financial service limited for a period of eight weeks from June to August 2023. The report covers five chapters where chapter one gives location and description or background of the place of field attachment, the vision , mission, core values, company culture, time period, services offered or tasks carried out by the place attached , objectives of the company and company structure(Aura Branch). Chapter two contains the description of work carried out, duties and responsibilities assigned and how they were carried out for assessments in the field, recovery in the field ,preparation of daily reports, reconciliation of bank statements ,depositing ,withdrawals ,balance inquiry ,transfers among others ,new knowledge and skills acquired like problem solving skills, time management, computer, interpersonal communication among others, relationship with the staff and supervisor and lessons learn, problems experience and how they were handled. Chapter three gives the conclusion on a brief summary of knowledge gained as outlined in the objectives. Chapter four contains the recommendation, References and appendices. While undertaking internship, the techniques and methods I used to gather information and attain skills most especially concerning my specialty were actively involving me in the day to day work of the company. The internship challenges included language barrier, unwillingness of some clients to answer certain questions, inadequate finance for meals, long distance. The organization challenges included limited space for accommodation, inadequate transport facilities during field work activities, inadequate equipment like computers, printer. In conclusion the field attachment is virtually important for the students especially those pursuing Bachelors in Business administration therefore it should be strengthened to benefit the students more and the hosting organizations should adequately prepare good information for students. Finally the university is advised to partner with leading agencies so as to smoothen the tasks. Students are also advised to diligently engage themselves in the daily work of the organization while at field attachment so as to benefit more.

# **CHAPTER ONE**

## **INTRODUCTION.**

### **1.0 Introduction**

This chapter consist of the background of the company, the vision, mission, core values services offered or tasks carried out by the place attached, company culture, company structure(Arua branch), time period, internees objectives ,nature of the company, objectives of field attached

### **1.1 Background of the Company.**

Pathfinder financial service limited is a Ugandan registered financial service provider licensed and regulated by Uganda micro finance regulatory authority under UMRA act. Pathfinder financial service limited addresses not only the financial access challenge for micro and small entrepreneurs so that they can be able to grow and expand now and in the near future to come but also ensure convenience and affordability

### **1.2 Objectives of the company (field attached)**

- ❖ To ensure that households will be food secure and more so nutritious food security
- ❖ Households will be able to afford quality education for their children and quality healthcare
- ❖ Households will be able to get reasonable incomes and be able to pay taxes
- ❖ Employment creation for youths as business grows
- ❖ To provide convenient and affordable access to enterprise finance and support services in Uganda
- ❖ Generation of profits by lending money to eligible borrowers, this profits are generated through interests charged on loans, origination fees among others so as to ensure the growth of the company

### **1.3 Objectives of the training.**

- ❖ To gain valuable work experience and to get new knowledge that cannot be got in the classroom.
- ❖ To provide a variety of benefits for young workers who want to broaden their chances of learning on job and starting their careers.