



JOB ADVERTISEMENT

Job Vacancy: Finance Intern
Department: Finance & Investments
Reports to: Finance & Procurement Officer
Duty Station: Nairobi
Contract duration: 3 months

JOB SUMMARY

Transparency International Kenya (TI-Kenya) is an autonomous chapter in the Transparency International movement, a non-partisan global coalition of like-minded individuals and organizations against corruption with which we share knowledge and exchange ideas for the greater good of Kenya.

Reporting to the Finance & Procurement Officer, the Finance Intern will offer support to the Finance & Investments Department in line with the overall departmental objectives of TI-Kenya's strategic goals. This includes timely and accurate accounts handling, sorting and filing of finance and accounting documents, processing of financial and accounting information and any other general support as may be delegated from time to time.

ROLES AND RESPONSIBILITIES

1. Ensure proper filing of all copies of approved purchase orders, payment and journal vouchers in respective files;
2. Scanning of documents to the SharePoint folders;
3. Provide support in procurement processes such as physical asset count, tagging, verification of TI-Kenya assets;
4. Assist in retrieving, photocopying and preparation of audit files for donor specific audits;
5. Assist in end of financial year close out procedures and audit working papers;
6. Assist in monthly reconciliations for all banks, petty cash, staff debtors and creditors accounts
7. Assist in processing of vouchers/documents of original entry-booking i.e. generation of payments, Local purchase orders, journal entries; while ensuring accuracy and that all supporting documents are attached and appropriately approved;
8. Contribute to team effort by performing any other tasks as assigned by supervisor from time to time.

QUALIFICATIONS, EXPERIENCE & COMPETENCIES

- Bachelor of Commerce from a recognized University, with a major in accounts or finance;
- Minimum of CPA II;
- At least 1-year experience in finance and accounts gained in a busy environment, preferably in an NGO or private sector.
- Enhanced computer literacy, with a good exposure to related financial modules and systems;
- Exposure in financial reporting
- Exposure in cash management
- Strong analytical and statistical skills
- Honest, diligent and trustworthy
- Ability to work under pressure with minimum supervision.
- A sense of urgency and prioritization of tasks
- Problem solving skills

HOW TO APPLY

Interested and qualified candidates are requested to submit one PDF document as an attachment (combining the application letter and CV with contact details of at least three professional referees) via email to **hr@tikenya.org** by close of business, **16th September 2019**.

Please include the reference **Finance Intern** as the subject of your email applications. Do not attach your testimonials or certificates. Only shortlisted candidates will be contacted.

Disclaimer: Please note that TI-Kenya does not charge a fee at any stage of its recruitment process and we do not recruit through recruitment agents