

JOB ADVERTISEMENT: FINANCE INTERN

Job Title:	Finance Intern
Department:	Finance & Investments
Reports to:	Finance Officer
Supervision:	None
Duty Station:	Nairobi
Duration:	3 months, with a possible extension to 6 months
Application deadline:	Friday, 5 th May 2023 at 4.00PM

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.

JOB PURPOSE

Under the guidance and supervision of the Finance Officer, the intern will be responsible for supporting the successful execution of tasks within the department. These include but not limited to timely and accurate handling, sorting and filing of finance and accounting documents; processing of financial and accounting information; filing of financial and accounting records; reconciliations; procurement tasks, and any general tasks as may be delegated from time to time.

DUTIES AND RESPONSIBILITIES

- 1. Record Management & Receipting**
 - Receive, sort and file documents of original entry- delivery notes, invoices, statements (bank, creditors), contracts, approved internal memos, LPOs etc;
 - Ensure proper and accurate record keeping and filing of all TI-Kenya accounting documents within the Finance Department;
 - Scan approved payment vouchers, contracts and file them on the central document folders;
 - Assist in the retrieval of documents for audit purposes or as need arises.
- 2. Invoicing and payments**
 - Review all petty cash vouchers (HQ and Regions) and ensure the spend is as per approved finance guidelines;
 - Prepare petty cash journal entries in the ERP system;
 - Assist in processing, payment and management of staff imprest, and other statutory deductions;
 - Ensure that all payment remittances are sent to suppliers;
 - Assist the Finance Officer in posting of invoices in the ERP system.

3. **Procurement Support**

- Support procurement processes within TI-Kenya including issuing approved and executed Local Purchase Orders (LPOs) as well as contracts to service providers.

4. **Finance tasks**

- Data entry in the financial management system (MS Dynamics – Business Central);
- Assist in accurate and timely posting/capturing of documents of original entry into the accounting system i.e. receipts, invoices, credit notes, contracts etc;
- In collaboration with the Finance Officer, investigate and/or resolve invoice discrepancies and issues that may be raised by vendors.

QUALIFICATIONS AND EXPERIENCE

- Minimum of a Bachelor's Degree in Commerce, Finance, Accounts, Business Administration or any other related qualification from a recognized institution;
- Relevant professional qualification like CPA and ACCA will be an added advantage;
- At least 6 months' experience working in a busy finance and accounts environment, preferably in the CSO/NGO or private sector;
- Proven experience using computer programmes including MS Office Suite;
- Working experience in MS Dynamics Business Central is desirable.

COMPETENCIES AND SKILLS

- A person of high integrity that will model TI-Kenya's core values;
- Good knowledge of TI-Kenya and the environment in which it operates;
- A strong commitment to the aims, objectives and values of TI-Kenya;
- Costing and cost control;
- Budgeting and budgetary control;
- Cash management;
- Honest, diligent and trustworthy;
- Shown merit in work performance and results;
- Ability to work under pressure with minimum supervision;
- Strong analytical, statistical and problem-solving skills;
- Good interpersonal/ relational skills;
- A sense of urgency and prioritization of tasks.

HOW TO APPLY

Interested and qualified candidates **MUST** complete the questionnaire by clicking the link: <https://forms.office.com/e/8bxxMHfs7W> Further instructions include submitting one properly labelled PDF document as an attachment (combining the application letter and CV with contacts of at least three professional referees) via email to hr@tikenya.org. Please include the reference **Finance Intern** as the subject of your email applications. Do not attach your testimonials or certificates. **The deadline for application is Friday, 5th May 2023 at 4.00PM**

TI-Kenya holds strict safeguarding principles and a zero-tolerance policy towards all forms of Sexual Exploitation, Harassment and Abuse (SEAH) in the workplace and other places where the organization's activities are rendered. The organisation has strict policies which outline the expected behavior, code of conduct and responsibility of all persons acting on behalf of TI-Kenya, including policies to safeguard children and vulnerable adults. If selected, we will perform a background check on you and request that you submit a police certificate of good conduct.

All qualified applicants will receive equal consideration for employment without regard to ethnicity, race, color, religion, national origin, age, disability, marital status, or any other characteristic that has no bearing on the ability to perform the required job duties. Qualified female candidates are strongly encouraged to apply. Due to the high volume of applications, we receive, only shortlisted candidates who qualify to the next recruitment stage 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.

By applying for this job opening, you consent and authorize TI-Kenya to collect your personal data for use in the recruitment and selection process.