



<b>1. IDENTIFICATION</b>	
<b>JOB TITLE</b>	<b>Finance&amp; Admin Intern</b>
<b>DIRECTORATE/UNIT</b>	<b>Finance Department</b>
<b>PHYSICAL LOCATION</b>	<b>Amref Health Africa in Kenya</b>
<b>PERIOD</b>	<b>6 months</b>

## **2. JOB OBJECTIVE**

To support the Finance Department.

## **3. REPORTING RELATIONSHIP**

The finance intern will directly report to the Administrative Assistant.

## **4. RESPONSIBILITY**

- Assist document tracking in ERP system that includes invoices and field activity advances.
- Assist in receiving invoices in the system and assigning to respective accountants.
- Support Admin Assistant in preparation of documents for various meetings within department such as photocopying and filing.
- Provide customer care support.
- Assist in managing invoice movement register in finance.

## **5. QUALIFICATIONS**

- A University degree in Business Administration or related field.

## **6. COMPETENCES**

- Strong interpersonal skills;
- Attentive to details;
- Able to deliver quality work within tight deadlines with minimal supervision;
- Hard working and results oriented;
- Strong communication skills
- Ability to write clearly, concisely, and in a logical manner.