



1. IDENTIFICATION	
JOB TITLE	Finance Intern
DIRECTORATE/UNIT	Finance Department
PHYSICAL LOCATION	Amref Health Africa in Kenya
PERIOD	6 months

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 (on going) 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.