



1. IDENTIFICATION	
JOB TITLE	Finance Intern
DIRECTORATE/UNIT	Finance Department-RMNCH
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 Assistant Programme Accountant.

4. RESPONSIBILITY

- Preparing all payments including Staff advances, Surrender, Invoices and Claims ensuring supporting documents are adequate and complete
- Generating supplier details for input in Navision System.
- Daily data entry from payment vouchers, Office float voucher, surrender journal entries and receipts.
- Maintaining an up to date creditors status (matching invoices to LPOs and GRNs, checking correctness and accuracy of the invoices preparation of payment of creditors)

5. QUALIFICATIONS

- A University degree in Accounting/Finance/Economics
- CPA/ACCA Level II is desirable.

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 analytical and communication skills;
- Ability to write clearly, concisely, and in a logical manner.
- Proficiency in Microsoft office suite.
- Team working skills