

1. IDENTIFICATION	
JOB TITLE	Finance Intern
DIRECTORATE/UNIT	Finance Department - ICD
PHYSICAL LOCATION	Amref Health Africa
PERIOD	3 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 FAA, Surrender, Invoices and Claims ensuring supporting documents are adequate and complete
- Generating supplier details for input in ERP
- Maintaining debtors and prepayment files
- Preparing internal recovery and reconciliation journals through JVs
- Daily data entry from payment vouchers, Office float voucher, surrender journal entries and receipts against banking credit slips
- Reviewing and coding of purchase requisitions and staff imprest in the ERP
- 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)
- Verifying that staff qualifies for imprest before passing the request for approval
- Reviewing debtors account and monitoring imprests
- Respond to all questioned costs by the donor to allow for 100% payments

5. QUALIFICATIONS

- A University degree in Accounting or Finance
- Attained minimum CPA Part I (section I and II) or equivalent

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 and team working skills
- Ability to write clearly, concisely, and in a logical manner.