1. **IDENTIFICATION**

<table>
<thead>
<tr>
<th>JOB TITLE</th>
<th>Finance Intern</th>
</tr>
</thead>
<tbody>
<tr>
<td>DIRECTORATE/UNIT</td>
<td>Finance Department - ICD</td>
</tr>
<tr>
<td>PHYSICAL LOCATION</td>
<td>Amref Health Africa</td>
</tr>
<tr>
<td>PERIOD</td>
<td>3 months</td>
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</tbody>
</table>

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.