

<b>1. IDENTIFICATION</b>	
<b>JOB TITLE</b>	<b>Finance Intern</b>
<b>DIRECTORATE/UNIT</b>	<b>Finance Department - ICD</b>
<b>PHYSICAL LOCATION</b>	<b>Amref Health Africa</b>
<b>PERIOD</b>	<b>3 months</b>

**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.