



## JOB DESCRIPTION

### FINANCE INTERN REF: AFD/FIN/15-2022

#### 1. IDENTIFICATION

1.1	<b>Job title</b>	Finance Intern
1.2	<b>Reporting to</b>	Financial Accountant - Billing and Revenue Assurance
1.3	<b>Unit</b>	Finance Unit
1.4	<b>Physical Location</b>	AMREF Flying Doctors, Inside Wilson Airport, Nairobi

#### 2. MAIN PURPOSE OF JOB

- The main task will be to assist with billing customers as well as provide a link between the finance department and the medical assistance services and operations departments to ensure smooth flow and exchange of information.

#### 3. PRINCIPAL RESPONSIBILITIES

KEY RESPONSIBILITIES	MAIN TASKS	EXTEND OF DISCRETION
<b>Data Collection</b>	<ul style="list-style-type: none"> <li>Liaising with Operation and Medical Department for flight data.</li> <li>Liaising with Medical Assistance desk for case file information and data.</li> </ul>	In liaison with Operations & Medical Units
<b>Billing Assistance</b>	<ul style="list-style-type: none"> <li>Billing of Maisha Sales order coming through from CRM.</li> <li>Assist in billing of evacuation and assistance revenue streams.</li> </ul>	In liaison with supervisor
<b>Revenue Assurance</b>	<ul style="list-style-type: none"> <li>Assist in preparation of reconciliation reports relating to revenue</li> <li>Support in retrieving supporting documents during Audit</li> </ul>	In liaison with supervisor
<b>Control, processes and procedures</b>	<ul style="list-style-type: none"> <li>Proactively looks for ways to do things more efficiently and ways of saving on costs and advises the management accordingly.</li> </ul>	In liaison with supervisor

	<ul style="list-style-type: none"> <li>• Ensuring that all the control procedures set for the revenue assurance process are always adhered to and reports any deviation to the supervisor.</li> </ul>	
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## 4. REQUIRED QUALIFICATIONS

### 4.1 Minimum Education

- Bachelor's Degree in Commerce (Accounting/Finance Option) or related business field with at least CPA Part I or its equivalent.
- Good ICT knowledge especially in the MS Office Suite.
- Knowledge on use of an accounting system will be added advantage.
- Knowledge of data collection methods will be an added advantage.

### 4.2 Skills and competencies

- Have a high level of integrity, confidentiality, honesty and the ability to work under minimal supervision
- Good communication, articulate with presentation skills
- Team player
- Excellent interpersonal skills
- Ability to work in a fast-paced environment
- Time management skills
- Self-motivated and confident

## 5. ENVIRONMENTAL CONDITIONS

- 24-hour response required whenever necessary within a 24-hour work environment
- Work is performed in an office environment with client's visits

### How to apply:

If you have the passion to contribute to the leading Aero-medical and Health solutions provider, **submit application by Tuesday, 22<sup>nd</sup> March, 2022**. Attach cover letter specifying how you meet the criteria, what you expect to bring to AMREF Flying Doctors (AFD) with an updated CV in PDF.

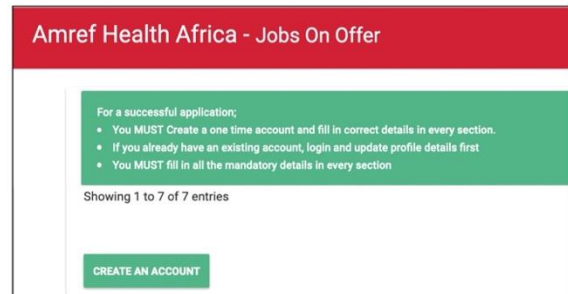
Please visit AMREF Flying Doctors website at <https://flydoc.org/career-opportunities/> or Amref Health Africa website at <https://amref.org/vacancies/> to view job details and requirements.

# APPLICATION PROCESS

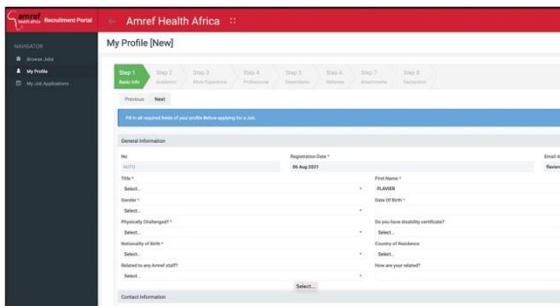
## 1. APPLY FOR THE JOB



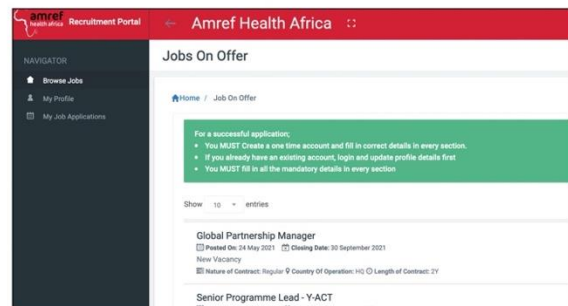
## 2. CREATE ACCOUNT & CONFIRM ON EMAIL



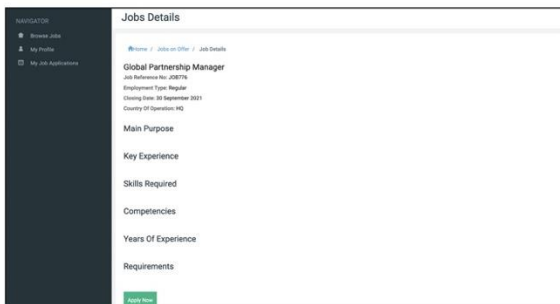
## 3. FILL IN YOUR PROFILE



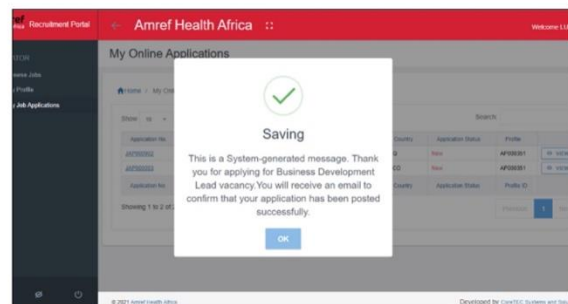
## 4. CLICK AND BROWSE JOBS



## 5. APPLY NOW & SUBMIT APPLICATION



## 6. ACKNOWLEDGEMENT OF APPLICATION



**Feedback will be given to shortlisted candidates only.**

*Duly note that AMREF Flying Doctors does not require applicants to pay any money at whatever stage of the recruitment and selection process and have not retained any agent in connection with recruitment.*

*AMREF Flying Doctors is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. Amref is an equal opportunity employer and has a non-smoking.*