



## INTERNSHIP OPPORTUNITY

IDENTIFICATION	
JOB TITLE	Finance Intern
REPORTING TO	Programme Accountant
DEPARTMENT	Finance
DURATION	6 months
DUTY STATION	Nairobi, Kenya

Amref Health Africa was founded in 1957 and has since grown to become the largest African-based international health development organization; currently implementing more than 180 programs, reaching more than 40 million people across 35 African countries; and a staff complement of over 2,000. Headquartered in Nairobi, Kenya, Amref Health Africa has offices in ten countries in Africa – Burkina Faso, Ethiopia, Guinea (Conakry), Kenya, Malawi, Senegal, South Sudan, Tanzania, Uganda and Zambia. An additional eleven advocacy and fundraising offices are located in Europe and North America.

Amref Health Africa is driven by its vision of *'Lasting health change in Africa'* and its mission *'To catalyze and drive community-led and people-centered health systems while addressing social determinants of health'*. We believe that the power to transform Africa's health lies within its communities, and therefore strive to ensure that health systems are not only functional but that communities are empowered to hold these systems accountable for the delivery of quality and affordable health care.

### JOB PURPOSE

The role of the finance intern is to support the finance department. S/he will assist with various financial processes and gain exposure to the inner workings of the department.

### KEY RESPONSIBILITIES

- 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).

## QUALIFICATIONS

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

## SKILLS AND COMPETENCIES

- 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

## WORK ENVIRONMENT

- Majority of the Job Holder's time will be spent in the office.

## HOURS OF WORK

- Normal working hours. Job holder may be required to work outside normal working hours due to the nature of the work in general.

## HOW TO APPLY

Interested? Please visit our website <https://amref.org/vacancies/> to make your application. You will be directed to our online portal where you will need to create an account in order for you to be able to submit your application. Your application should include a cover letter detailing why you are the best fit for this position and your CV with relevant skills and experience. Closing date will be **17<sup>th</sup> September 2024**. Only shortlisted candidates will be contacted.

*Duly note that Amref Health Africa does not require applicants to pay any money at whatever stage of the recruitment and selection process and has not retained any agent in connection with recruitment. Although Amref may use different job boards from time to time to further spread its reach for applicants, all open vacancies are published on our website under the Vacancies page and on our official social media pages. Kindly also note that official emails from Amref Health Africa will arrive from an @amref.org address.*

*Amref Health Africa is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff to share this commitment. Amref Health Africa is an equal opportunity employer and has a non-smoking environment policy*