

INTERNSHIP OPPORTUNITY: FINANCE AND ADMINISTRATION INTERN

The Association of Women Accountants of Kenya (AWAK) is a non-political and non-profit making professional women accountants' organization, which draws its membership from women accountants. Since its formation in 1994, AWAK has continued to pursue its main objective of member empowerment, at the same time contributing to varying needs in society. With its motto "Uplifting our World," AWAK champions for women empowerment in the society, a role it has played with vigor across the continent.

AWAK is seeking for an intern to support the operations of the finance and administration department and any other duties that may be given from time to time.

Title: Finance and administration Intern

Reports to: Finance and Administration Manager

Location: Nairobi

Term: Fixed 3 months

Compensation: Non paid

Role purpose

The role of a finance and administration intern is to support the association while learning about a career in finance and administration. Finance and administration interns gain practical experience in the constantly growing field of business. The intern will support in generating and analysing reports, taking notes during meetings, preparing adhoc reports as well as data entry. The intern will also complete administrative work while observing different aspects of accounting, portfolio management, financial reporting, ICT, human resources, procurement and business development.

Duties and responsibilities

- Conduct a variety of general administrative tasks as assigned.
- Assist with processing mail, accountancy, data entry and office supplies requests.
- Assist with archiving, filing, storage management, and in-house event planning.
- Take minutes in meetings and prepare training planning reports.
- Receive guests, members and the general public; answer and route phone calls and emails as required.
- Assist in the preparation of monthly or weekly financial reports.
- Develop and utilize spreadsheets, databases and other computer applications.
- Manage specialized information, reports, forms dealing with member fees, billing, etc.
- Assist in bid analysis.
- Perform market survey and generate reports that will guide in achieving value for money in procuring goods and services.
- Support in managing the association's social media platforms.
- Support in debt recovery.
- Any other tasks as assigned by the supervisor.

Skills and Specifications

CPA Centre (ICPAK), Ruaraka, Thika Rd, 9th Floor, P.O. BOX 62914 00200 Nairobi;

Tel: +254 720 016556; Email: awak@awak.co.ke Web: www.awak.co.ke

Attention to details, knowledge in accounting packages like QuickBooks/ Sage, must have knowledge of the basic principles and practices of accounting and financial analysis, must be able to collect, evaluate and interpret data, in both statistical and narrative form, Should be capable of preparing files and maintaining records and documentation, Should have good written and oral communication skill.

Education and Qualifications

- Recent graduates (Less than 2 years) or final year students of business degrees and ICT
- CPA and ACCA finalists or those who have passed part/Level II of the professional course.
- Knowledge of accounting packages like QuickBooks.

Interested candidates are requested to submit their application by sending a cover letter and cv as one PDF document addressed to the CEO via email only to awak@awak.co.ke by close of business on Friday 14th December 2019. Only shortlisted candidates will be contacted. Members of AWAK will be given priority.