

VACANCY ANNOUNCEMENT
FINANCE INTERN

Organization	NEAR - Network for Empowered Aid Response www.near.ngo (Hosted by Adeso - African Development Solutions, www.adesoafrica.org)
Position Title	Finance Intern
Reporting To	Finance and Grants Manager - NEAR
Working With	NEAR and Adeso Staff
Program/Duty Station	Nairobi, Kenya
Starting Date	Immediately

ORGANIZATIONAL CONTEXT

Adeso is an expanding and vibrant African based international development and humanitarian organization. At Adeso, we work with African communities who are yet to realize their full potential; working inside these communities to create environments in which Africans can thrive. Our belief that economic, social and environmental security is the bedrock of a healthy community drives the nature and intent of our programming. We work to prevent and overcome situations that adversely affect community well-being by: reinvigorating the economy, developing skills for life and work, providing humanitarian aid, and influencing policy.

For the past 20 years we have strengthened rural livelihoods through environmental awareness, training, technology transfer and innovative humanitarian projects in pursuit of a peaceful, self-reliant, and greener future. At present, Adeso has programs in Somalia, Kenya and South Sudan.

Adeso is an exciting and dynamic organization experiencing managed rapid growth. It offers sound employment conditions with opportunities for personal growth and development.

ABOUT NEAR NETWORK

Adeso together with other local and national NGOs have come together to form a global network which was launched in May 2016 at the World Humanitarian Summit in Istanbul, Turkey. The network, NEAR (Network for Empowered Aid Response), is a movement of local organizations with a bold ambition – to reshape the top-down humanitarian and development system to one that is locally driven and owned, and is built around equitable, dignified and accountable partnerships.

POSITION SUMMARY

Finance Intern will be a member of NEAR Project Team working closely with the Finance and Grants Manager to ensure day-to-day financial activities. He/she will work closely with Adeso HQ finance to ensure compliance of policies and procedures related to payments processing, travel advances and liquidations, capturing transactions in Serenic, bank reconciliation, supporting document verification, photocopying and sharing with donors.

POSITION PURPOSE

The main purpose of the position is to provide support in the Finance Department through financial processes execution, internal control review and administrative support.

SPECIFIC ROLES AND RESPONSIBILITIES

- Capturing all financial transactions in a timely and accurate manner for the purpose of generating management and donor reports.
- Processing payments while ensuring adherence to minimum compliance requirements by Adeso and the donor.
- Ensuring the internal controls within the computerized accounting systems are safeguarded and working well
- Allocation of expenses to the relevant programs and department.
- Tracking the employee advances on monthly basis and following up on the recovery process or management action.
- Undertaking monthly closeout procedures such as bank accounts reconciliations etc.
- Undertaking reconciliation of all balanced sheet items periodically and ensure that all the accounts are kept current and all reconciling items identified and reconciled.
- Ensuring that fund requests are received, reviewed, analyzed and disbursed within the given timeframe.
- Supporting all Adeso program and non-program audits.

Administrative Roles

- Filing statutory deductions in a timely manner with the relevant authorities.
- Ensuring systematic filing of all supporting documentation for the project.
- Any other duties that are not specifically stated above but will necessarily come within the framework of your operation shall be assigned to you from time to time by your immediate supervisor.

SKILLS AND QUALIFICATIONS

- Bachelors of Commerce (Accounting/Finance) or Business Administration. (Completed or ongoing)
- CPA (II).
- Minimum of 1 year of relevant experience of accounting and/or book-keeping
- Basic knowledge of accounting systems
- Basic administrative skills
- Ability to work independently but also as part of a team
- Basic knowledge and experience of computer applications
- Strong morals, honesty, transparency, and respect.
- Pro-activeness, creativity, assertiveness and analytical skills.

APPLICATION PROCESS

This is a challenging opportunity for a dedicated and highly motivated professional. If you would like to join this dynamic team, please submit your application to jobs@near.ngo, quoting “**Finance Intern**” in the email subject matter, by **19th February, 2018**.

Each application should be addressed to the Regional Human Resources Manager and include the following:

- An updated CV; and
- An application letter which should include remuneration requirements and contact information for three work-related referees.

Applications not including all of the above information will not be reviewed. Only short-listed candidates will be contacted. Adeso is an equal opportunity employer.