



VOWWEK-VOICES OF WOMEN IN WESTERN KENYA

P.O BOX 1036-40100
KISUMU

TEL: +254 700 26 48 27/ +254 736 970 904

EMAIL: vowwek@gmail.com voicesofwomeninwesternkenya@yahoo.com

Position : Finance Intern

Reports To : Finance Officer

Location : Kisumu, Kenya

We are seeking to employ an Intern in the Finance Department to provide technical support on Financial Management of the Organisation

Summary

The Finance Intern will work closely with the Finance Officer in ensuring that VOWWEK's Financial Management systems and controls are operational. She will work with staff in formulating budgets and ensuring adherence thereof.

Responsibilities

Finance Operations

- Manage the receipts and deposits of cash and bank transactions, including foreign transfers, to ensure the accuracy of VOWWEK's financial position;
- Coordinate timely disbursement of funds to projects;
- Maintain proper and different donor related accounts;
- Prepare bank reconciliations and related journal entries for a variety of accounts;
- Manage the payables process including processing invoices, writing cheques, monitoring payment terms and maintaining appropriate records.
- Verify payment vouchers and cheques payments for proper authorization before payments are done.
- Operate bookkeeping and accounting systems to record accounting transactions on QuickBooks,
- Reconcile financial ledgers and records;
- Running payroll on a monthly basis

Financial Management

- Prepare annual budgets and quarterly forecasts;
- Work with Staff and management team in budgeting;
- Prepare the monthly management accounts and investigating variances with Budget Holders;
- Prepare financial statements and reports, producing to specified deadlines;
- Provide regular financial updates to the board and management staff;
- Prepare year-end accounts and providing information for external auditors;
- Maintain and track fixed asset inventory control records;
- Work with staff to ensure adherence to financial system and controls;
- From time to time share with the staff issues regarding new trends in financial systems;
- Monitor cash flows and predicting future trends.

Qualifications

Education

- A minimum of a bachelor's degree in finance, business administration, accounting or economics
- Certified Public Accountant of Kenya CPA (K)
Knowledge of Accounting Software especially QuickBooks

Experience

A minimum of 2 years as a practising accountant

Ability to:

- Perform a variety of professional accounting and financial analysis functions.
- Complete detailed accounting transactions.
- Reconcile and adjust financial statements with the general ledger.
- Prepare and maintain accurate financial statements, records and reports.
- Participate in budget development.
- Analyze complex financial transactions and formulas.
- Interpret and apply applicable state regulations.
- Maintain efficient and effective financial systems and procedures.
- Examine and verify financial documents and reports.
- Work independently in the absence of supervision.
- Understand and carry out oral and written instructions.

- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

Applicants must submit a cover letter, explaining why they are suitable for the role, and an up-to-date CV of no more than 5 pages. The application should be sent to on yowwekreuitement@gmail.com by end of business on 30th January 2018. Only shortlisted candidates will be contacted.