



POSITION TITLE: FINANCE INTERN

Vacancy no: KE 010
Location: Kenya Country office, Nairobi
Reporting to: Finance Officer
Expected start date: 1 July 2018
Type of contract: 3 months (renewable once)

BACKGROUND

Wetlands International is the only global not-for-profit organisation dedicated to the conservation and restoration of wetlands for people and nature. Wetlands International Kenya was registered in 2011 and oversees the Eastern Africa operations in Kenya, Uganda, Ethiopia and South Sudan. It is one of 19 offices around the world; our head office is based in the Netherlands and our Africa regional office is in Senegal. Wetlands International is dedicated to safeguarding and restoring wetlands for people and nature. We are driven by the knowledge that safeguarding and restoring wetlands is urgent and vital for water security, biodiversity, climate regulation, sustainable development and human health. In our disaster risk reduction work, we work from the principles that environmental degradation can lead to disasters and aggravation of hazards, and that the sustenance and restoration of healthy ecosystems are key to reducing disaster risk and improving livelihood resilience. See our website [<https://africa.wetlands.org/east-africa>] for more information on the values, strategies and policies that guide our work.

In order to strengthen our finance department, the Wetlands International Office in Kenya is seeking a Finance intern. This is a temporary position. Under the direct supervision and guidance of the Finance Officer, the intern will assist in various activities as outlined below.

Coordinates with:

INSIDE Wetlands International:
East Africa Team; Finance Officer

OUTSIDE Wetlands International:
Partner organisations (under the guidance of the Finance Officer)

RESPONSIBILITIES

As an intern, you will offer the Finance Officer support on the following:

- Preparing all payment requests ensuring supporting documents are adequate and complete and payments are in line with the approved limits
- Prior to filing, ensuring all documents are stamped "PAID" including cash payment reference number details

- Maintaining an organized and well-documented and sequential filing system for all cash disbursement vouchers
- Assist in preparing monthly balance sheet schedules as assigned and making sure all items in the balance sheet account are current and can be supported
- Ensuring tax, statutory and other payroll deductions are prepared and submitted in time
- Perform any other duty specified by the supervisor as appropriate for the role

Required Qualifications

- Bachelors of Commerce (Accounting/Finance) or relevant business related course. (Completed or ongoing). Completed university degree is an added advantage
- Minimum CPA II qualification.

Required Experience & Competencies

- Minimum of 1 year of relevant experience of accounting and/or book-keeping
- Basic knowledge of any accounting systems is an added advantage
- Knowledge in Excel and other computer applications

Competencies

- Strong interpersonal skills;
- Attention to details;
- Able to deliver quality work within tight deadlines with minimal supervision;
- Hard working and results oriented;
- Ability to work independently but also as part of a team
- Strong communication skills
- Ability to write clearly, concisely, and in a logical manner.

METHOD OF APPLICATION

Applications should consist of a CV and covering letter and be emailed to kenya@wetlands-africa.org with a copy to jotindo@wetlands-africa.org with the following subject line: Internship – Finance, no later than 5pm on 15th June 2018.