



FORUM FOR AFRICAN WOMEN EDUCATIONALISTS

Kenya Chapter (FAWEK)

Mtama Road, off 6th Parklands Avenue, Highridge Parklands
 P. O. Box 52597-00200 Nairobi, Kenya. Tel: (+254) 020 3740355, Email: info@fawe.or.ke

JOB DESCRIPTION

Job Title:	Finance and Accounting Intern
Company:	Forum for African Women Educationalists Kenya Chapter (FAWEK)
Department:	Finance/Accounts
Location:	Nairobi
Reports to:	Project Accountant/Finance Assistant
Benefits	Airtime Allowance
Stipend	KES.15,000-20,000/- Gross per month
Expected Travel	Minimal
Supervises	None
Number of positions	Two
Duration	Six Months
Job Purpose:	<p>Forum for African Women Educationalists (FAWE) Kenya is a legendary membership organization whose mission is to support girls and women acquire education for development. FAWEK is a member of FAWE network of 34 Chapters in 33 countries in Sub-Saharan Africa. FAWEK aims to ensure that Kenyan girls receive quality education and equal chances in life.</p> <p>The Finance and Accounting Intern will support the finance department in various accounting and financial tasks. This internship offers an opportunity to gain practical experience and exposure in nonprofit financial management within the context of a dynamic NGO.</p>
Key Responsibilities:	<p>Finance/Accounts Intern Roles</p> <ul style="list-style-type: none"> ❖ Assist in maintaining financial records, including purchases, expenses, and income. ❖ Support the preparation of financial reports and budgets under the guidance of the Project Accountant/Finance Assistant. ❖ Aid in the reconciliation of accounts and verification of financial transactions. ❖ Assist in the processing of invoices, payments, and receipts. ❖ Participate in financial audits and assist in providing necessary documentation. ❖ Support in data entry, filing, and organization of financial documents. ❖ Collaborate with other departments to ensure financial compliance and accuracy in reporting. ❖ Assist with filing and retrieval of documents. ❖ Engage in other ad hoc tasks or projects assigned by the Project Accountant/Finance Assistant.

Key Relationships:	Internal <ul style="list-style-type: none"> ❖ Finance Manager ❖ Project Accountant ❖ Finance Assistant
Qualifications, Skills, and Experience:	<ul style="list-style-type: none"> ❖ A recent graduate with a Bachelor’s degree in Finance, Accounting, or a related field. ❖ Basic understanding of accounting principles and financial concepts. ❖ Proficiency in MS Office applications, particularly Excel and accounting software (if any). ❖ Strong analytical and problem-solving skills. ❖ Excellent attention to detail and accuracy in work. ❖ Good communication and interpersonal skills. ❖ Ability to work effectively in a team environment. ❖ Previous internship or experience in finance or accounting (preferred but not mandatory). ❖ Excellent writing, communication, and organizational skills (both analytical and problem-solving). ❖ Good track record and unquestionable integrity. ❖ Experience in quick books will be an additional advantage.
Benefits	<ul style="list-style-type: none"> ❖ Opportunity to gain hands-on experience in nonprofit finance and accounting. ❖ Exposure to various financial processes within an NGO setting. ❖ Mentorship and guidance from experienced professionals in the finance department. ❖ Networking opportunities within the NGO sector. ❖ Stipend or other compensations as per the NGO’s policy (if applicable).
Application Process	<p>Interested candidates are invited to submit their resume/CV , Academic / professional certificates, a Certificate of good conduct, copy of national identity card and a cover letter detailing their interest and suitability for the Finance and Accounting Intern position to recruitment@fawe.or.ke . Please include “Finance and Accounting Intern Application” in the subject line. Only shortlisted candidates will be contacted for further steps in the selection process.</p>
Deadline for Applications:	19th November 2023 at 1700hrs.

This Job Description only serves as a guide for the position and FAWE Kenya reserves the right to make necessary changes.

FORUM FOR AFRICAN WOMEN EDUCATIONALISTS KENYA CHAPTER (FAWEK) IS COMMITTED TO EQUAL EMPLOYMENT OPPORTUNITIES AND NEVER PAY FOR ANY CBT, TEST OR ASSESSMENT AS PART OF ANY RECRUITMENT PROCESS. WHEN IN DOUBT, [CONTACT US](#) AT: info@fawe.or.ke.