



## VACANCY ANNOUNCEMENT

Position Title	Finance Intern
Number of positions	One(1)
Duty Station	Nairobi-Kenya

### Organisational background:

Founded in 1979, Action Against Hunger (AAH) is an international humanitarian organization that delivers programs in over 44 countries. Recognized worldwide as a leader in the fight against hunger, our mission is to save lives through the prevention, detection, and treatment of malnutrition, especially during and after emergency situations and conflicts. From crisis to sustainability, Action Against Hunger tackles the underlying causes of malnutrition and its effects. By integrating our programs with local and national systems, we further ensure that short-term interventions become long-term solutions. With head offices in France, the United Kingdom, Spain, the United States and Canada, our international network shares its combined resources, breadth of experience and technical expertise in pursuit of a world without hunger.

**Action Against Hunger has been present in Kenya** since 2001 and is a **transformative leader in nutrition security** for improved quality of life among vulnerable communities. Action Against Hunger wants to **contribute to the optimal functional performance of National, County, and Community systems** through strategic partnerships for **innovative** nutrition-sensitive and nutrition-specific interventions to achieve its impact. Action Against Hunger is currently implementing activities in West Pokot, Mandera, Samburu, Isiolo, Trans Nzoia, Kakamega, Bungoma and Busia counties.

Action Against Hunger- Kenya Program is looking for a **Finance Intern** to be based in Nairobi.

### The Positions and responsibilities:

The role reports hierarchically and technically to the Roving Finance Assistant and Program Manager Kenya Mission.

#### Objective 1: Review of documentation, filing & archiving

- Ensure the proper double filing of accounting vouchers on a monthly basis.
- Follow up on the Field offices on submission of Monthly vouchers.
- Review Monthly Vouchers to Ensure supporting documentations as per AAH internal policies.
- Assist in Document retrieval during project and Annual Audits.

The above tasks are not limited and can be added to, modified or changed according to the changing needs of the department.

Internal & External relationships	
Internal	<ul style="list-style-type: none"><li>• Communicate and exchange of information other departments within the organization and field staff.</li><li>• Work closely and in collaboration with the HOD- Finance and Exchange of information</li><li>• HOD- Finance; hierarchical relationship – technical support – exchange of information</li></ul>
External	<ul style="list-style-type: none"><li>• N/A</li></ul>

## REPORTING RESPONSIBILITIES

- Filling Track Sheet.

## POSITION REQUIREMENTS

### QUALIFICATIONS

- Undergraduate Degree in Business Management or its equivalent.
- Any level of CPA will be an added advantage
- Flexible and adaptable to changing work conditions.

### SKILLS & EXPERIENCE

ESSENTIAL	<ul style="list-style-type: none"><li>• Demonstrated planning and organizational skills as well as verbal and written communication</li><li>• Proficiency in computer skills to include spread sheets, internet/e-mail, accounting package</li><li>• Knowledge of techniques used in maintaining balancing and classing accounts in an accounting system</li></ul>
PREFERRED	<ul style="list-style-type: none"><li>• Ability to pay attention to detail</li><li>• Self-starter with a strong desire to promote and implement continuous improvement endeavors</li></ul>

### How to apply

Applications, including CV with cover letter and 3 professional references to be sent via email to:

**hr-recruitment@so-actionagainsthunger.org** not later than **21<sup>st</sup> February 2019** clearly mentioning the position on the subject line. e.g **Finance-Intern -AAHK** Only Shortlisted candidates will be contacted for interviews. Female candidates are encouraged to apply.