

## Job Title: Accountant Intern

### About the Company

Kasapay Limited and Remitcore Money Transfer Limited is a dynamic and fast-growing payment service provider and remittance company in Kenya respectively all regulated by the Central Bank of Kenya. We are at the forefront of the fintech sector, offering secure, innovative, and reliable solutions for digital payments and money transfers. We are seeking a highly motivated and detail-oriented Accountant Intern to join our finance team. This is a unique opportunity to gain practical, hands-on experience in a vibrant and challenging environment.

### Job Summary

The Accountant Intern will play a vital role in supporting the finance department's daily operations. The intern will be responsible for assisting with financial data entry, reconciliation of accounts, and preparation of financial reports. This role is designed for a proactive individual eager to learn and grow within the fintech and remittance space.

### Key Responsibilities

- **Financial Record Keeping:** Assist in maintaining accurate and up-to-date financial records by performing data entry of all financial transactions into the accounting system.
- **Reconciliation:** Perform daily, weekly, and monthly reconciliations of bank statements, mobile money platforms (such as M-Pesa), and other payment gateway accounts to ensure accuracy and identify discrepancies.
- **Accounts Payable & Receivable:** Support the processing of invoices, expense reports, and payments to vendors and suppliers. Assist in generating and issuing receipts for services rendered.
- **Statutory and Tax Compliance:** Aid in the preparation of statutory returns, including PAYE, NSSF, NHIF, and VAT, ensuring timely and accurate submission.
- **Reporting:** Assist the finance team in preparing and analyzing financial statements, reports, and budgets.
- **Audit Support:** Provide support during internal and external audits by retrieving and organizing financial documents and records.
- **Administrative Duties:** Maintain a systematic and organized filing system for all financial documents, both digital and physical.
- **Process Improvement:** Identify and suggest ways to streamline and improve financial and accounting processes.
- **Ad-hoc Tasks:** Undertake any other duties as may be assigned by the Finance Manager or senior accountants.

### Qualifications and Requirements

- A recent graduate or a continuing student pursuing a Bachelor's Degree in Accounting, Finance, Commerce, or a related field.
- Progress in professional accounting certifications (e.g., CPA Part I or II).
- A strong academic record, with a solid understanding of basic accounting principles.
- High proficiency in Microsoft Office applications, especially Excel (e.g., VLOOKUP, Pivot Tables, and financial formulas).

- Experience with an accounting software like QuickBooks, SAP, or a similar ERP system is a plus.
- Exceptional attention to detail and a commitment to accuracy.
- Excellent analytical, organizational, and time-management skills.
- Strong communication and interpersonal skills, with the ability to work effectively in a team.
- A high level of integrity, discretion, and ethical conduct when handling confidential financial information.

### **What We Offer**

- A competitive monthly stipend (where applicable).
- Practical, hands-on experience in a leading fintech company in Kenya which is regulated by Central Bank of Kenya.
- Mentorship and professional guidance from experienced finance professionals.
- Exposure to modern financial systems and the unique challenges and opportunities of the remittance industry.
- A supportive and innovative work environment.
- The potential for a full-time position upon successful completion of the internship.

### **How to Apply**

Interested and qualified candidates are invited to submit their CV and a cover letter detailing their suitability for the role to [humancapital@jad.co.ke](mailto:humancapital@jad.co.ke). Please ensure the subject line of your email is "Accountant Intern Application".

**Remitcore Limited (The Group) is an equal opportunity employer. We value diversity and are committed to creating an inclusive environment for all employees.**