

JOB OPPORTUNITIES

The Federation of Kenya Employers (FKE) is the national umbrella organization for employers in Kenya and its key mandate is to promote the interests of employers. FKE seeks to ensure that national labour and social policies provide an environment favourable to enterprise sustainability and job creation. We are seeking to engage a passionate, and results driven professional to fill the following position: -

1. FINANCE INTERN – FI/3/2026

JOB PURPOSE

The Finance Intern will work under the leadership of the Finance Officer alongside other finance professionals, to gain exposure to various aspects of financial operations, analysis, and reporting. The role involves assisting with financial and accounting tasks, supporting the team in day-to-day activities, to process transactions, maintain records and books as well as prepare reports.

KEY RESPONSIBILITIES

- i) Assist in financial data entry, recording transactions, and maintaining financial records.
- ii) Assist in reconciling bank statements, accounts receivable, accounts payable, and other financial accounts.
- iii) Support the preparation of financial reports and statements.
- iv) Processing invoices and statements
- v) Petty cash handling.
- vi) Processing tax filling documents.
- vii) Support in preparing Donor reports and participating in donor related activities.
- viii) Collaborate with cross-functional teams.
- ix) Support finance team in projects and associations accounting.
- x) Assist in receipting.
- xi) Supporting with generation and preparation of regular and adhoc financial reports.
- xii) Performs any other assignment as requested.

QUALIFICATIONS

- i) Bachelor's degree in commerce, Finance, Accounting, or any other relevant field.
- ii) CPA III Finalist/ACCA III or its accepted equivalent
- iii) 1-year relevant post professional qualification experience

KEY SKILLS, COMPETENCIES AND DESIRED ATTRIBUTES

- i) Technical Financial skills
- ii) Analytical skills
- iii) Interpersonal skills
- iv) Digital Skills
- v) Report writing skills
- vi) Record Management skills
- vii) Impeccable Integrity & ethical

- viii) Confidentiality
- ix) Ability to keep timelines
- x) Initiative, dynamism, and positive attitude

APPLICATION PROCESS

Interested candidates who meet the above requirements should submit their cover letter and a detailed Curriculum Vitae through Recruitment@fke-Kenya.org indicating the job title and reference number on the subject line to reach us not later than **April 07, 2026**. Only shortlisted candidates will be contacted.

FKE is an Equal Opportunity Employer.

**The Executive Director & CEO
Federation of Kenya Employers
Wajiri House, Argwings Kodhek Rd, Milimani
P.O. Box 48311-00100
Nairobi**