



Advertisement for Finance Intern – Regional Office, Nairobi, Kenya.

A. Introduction

VSF Germany is an international Non-Governmental Organization, providing humanitarian aid and development assistance to pastoralists and vulnerable communities in areas where livestock is of importance. In the region, VSF Germany implements activities in the Republic of South Sudan, Sudan, Kenya, Somalia, Uganda and Ethiopia. With support in animal health, agriculture, marketing, food safety, drought responses and mitigation, but also developing the capacity of communities and governmental institutions or initiating diversified income sources towards food security and strengthened livelihoods of pastoralist communities.

Duties & Responsibilities

Data Entry and verification

- Preparing payment vouchers and receipts
- Maintenance of simple imprest petty cashbook for the office
- Keying in data in MSD as shall be guided by line supervisor
- Review of accounting support documents to ascertain completeness, control accuracy of all computations and total compliance to set internal control systems of VSF G.
- Scanning and archiving of all accounting documents in prescribed manner
- Maintaining and updating catalogue for filled and archived accounting documents and information.

Financial Administration duties

- Filing of all accounting support documents in well labelled box files
- Controlling and maintaining register of documents received in finance from other departments.
- Maintain a register of all written and issued cheques

Logistics Support roles related to Finance

- Maintain a register of all received invoices and track their payment
- Support in documentation of procurement procedure and generation of payment requests

SKILLS AND QUALIFICATIONS

Essential:

- A University degree/diploma in Business Administration, Commerce, Accounting or finance from a recognized university/CPA Finalist
- Proficiency in computer applications such MS Dynamics
- Good understanding of donor rules and regulations requirements.
- Proficient in spoken and written English

Desirable:

- Demonstrated ability to work a team setting.
- Initiative and independent judgement is required by the incumbent in determining what needs to be done and the best working methods.
- The incumbent should be versatile and flexible so as to quickly adapt to changing situations
- Flexible and willing to perform tasks outside of core duties

How to Apply:

Interested and qualified candidates should submit an application letter and CV <https://forms.gle/VMbBcUUcrThXH5ys6>. Only short-listed candidates will be contacted for interviews. Closing date for receiving applications is **9th September, 2022**, on or before mid-night (East African time). **This is a national or local position.**

Disclaimer: VSF Germany does not charge for its recruitment nor ask the applicants to pay any form of fee.