

**Posting Title:** INTERN - Finance

**Department/Office:** Finance and Administration

**Duty Station:** NAIROBI

**Posting Period:** 1<sup>st</sup> March 2023

## **Background**

The National Taxpayers Association (NTA) is an independent, non-partisan organization focused on promoting good governance in Kenya through citizen empowerment, enhancing public service delivery and partnership building. Since 2006 NTA has implemented programs focused on building citizen demand and strengthening government service delivery performance to enhance accountability through monitoring of the quality of public services and management of devolved funds. NTA envisions a taxpayer responsive government delivering quality services to all through a mission to undertake taxpayer-transforming research and capacity building through partnerships to influence government policy and strategy.

### **The Internship is unpaid and full-time.**

Interns work three days per week under the supervision of a staff member in the department or office to which they are assigned.

## **Main purpose of the job**

We are looking for an enthusiastic and self-driven Finance intern to assist our Finance Department. The Finance intern should be detail-oriented and able to demonstrate excellent financial, accounting and auditing skills. The internship is for a duration of 3-6 months.

## **Qualifications**

- Bachelor's degree in Business/Accounting/ Commerce/Finance/should be a 4<sup>th</sup> year student or have already graduated
- No experience is required for this role
- Should have started accounting professional papers either ACCA or CPA (at least done the first level of exams)
- Excellent MS Excel skills
- Should know how to use accounting software

- Solid knowledge of financial, accounting and auditing procedures
- Strong ethics with an ability to manage confidential data
- Knowledge of financial regulations
- Excellent analytical and numerical skills
- Must have good time management and organizational skills
- Must have the ability to work as part of a team
- Ability to be creative and take an “outside the box” approach
- Ability to show and take initiative with a proactive attitude
- Strong Interpersonal skills, demonstrating professionalism in all dealings
- Excellent written and oral communication skills

*All interested applicants should apply to [admin@nta.or.ke](mailto:admin@nta.or.ke) on or before 10<sup>th</sup> March 2023.*