

Finance & Administration Intern (Kenya)

Terre des Hommes Netherlands is looking for a Finance & Administration Intern for the Kenya Country Office, to be based in Nairobi, Kenya. This is a national internship, open to applicants who can prove the right to live and work in Kenya. The internship period will be for six months starting from March 2023.

Introduction

Terre des Hommes Netherlands (TdH NL) is an international non-governmental organization committed to stopping child exploitation. Our mission is to protect children by preventing and stopping child exploitation, and by empowering children to make their voices count. Our vision is that children can flourish in a world free of all forms of exploitation.

In Africa, Terre des Hommes Netherlands works in Kenya, Uganda, Tanzania, Ethiopia and Madagascar. Our work is focused on preventing child exploitation in all its forms. As such we work with communities, government, private sector, civil society organizations and children themselves, at the centre, to address systemic and structural drivers that expose children to exploitation.

In 2022, Terre des Hommes Netherlands launched its 2023-2030 *Listen up!* Strategy with the aim of creating systemic change that addresses the root causes of child exploitation. We will achieve this by empowering children and their communities, connecting them with those who have power to enact change, engaging in lobby & advocacy campaigns, working with partners to build resilience of children, families and communities and utilizing our knowledge and expertise to co-create sustainable, evidence-based solutions.

Guided by our Theory of Change and new strategy, we believe that together, we will create a better world where children can thrive and realize their full potential in societies free from all forms of exploitation.

Objective of the Position

The objective of this position is to provide a learning environment for an aspiring finance and accounting professional, while contributing to the finance, administration and logistics functions at Terre des Hommes Netherlands. The candidate in this role will gain a wide range of knowledge and experience during the six months they will work with us, starting from March 2023.

Position within the Organisation

The Finance and Administration intern will be based in Nairobi and will work with the Kenya country team and will receive hierarchical leadership from the Finance and Administration officer to whom he/she reports.

Main duties and responsibilities

- Maintain complete and accurate supporting documentation for all financial transactions;
- Assist in preparation of monthly financial reports;
- Assist in preparation and consolidation of the budget forecasts;
- Support in bank reconciliations and maintenance of cash books;
- Assisting in raising of payment vouchers for both operational and project expenses;
- Assist in review of cash request and imprest declaration ensuring all documentation are complete and accurate as per TdH NL policies and procedures;
- Assist in the procurement process for projects and for the Kenya Country Office;
- Filing of all supporting documents for administration and projects and ensuring the filing system of the organization is in order;
- Assist in office administration e.g filing, photo copies, scanning etc.
- Assist in preparing supporting information for project audits;
- Performing any other duty as may be assigned by the line manager.

Knowledge, skills and experience

- Bachelor's Degree in Finance, Economics, Accounting
- Relevant professional qualification i.e. CPA(K)
- Knowledge of MS Excel/Google Sheets is essential
- Previous experience is an advantage but not required

Competencies

- Focus on results
- Cooperation and teamwork
- Time management
- Accuracy and great attention to detail

- Planning and organizing

Child Safeguarding Measures

In line with the UNCRC, Terre des Hommes Netherlands strives to keep children safe in all its undertakings. A screening and reference check of the successful candidate will be conducted during the selection process to confirm the suitability of working with children. The successful applicant will be required to read, understand, and commit to abide by TdH NL's Child Safeguarding Policies and Guidelines.

Application procedure

Interested candidates are invited to write a motivation letter no longer than 250 words in which you describe your career aspiration, how this internship is going to help you in achieving this, and why you think you are the best candidate for this position.

Please send your motivation letter, curriculum vitae and a maximum of three recent examples of your editorial work by e-mail with subject line **Finance & Administration Intern, Kenya** to: recruitment.africa@tdh.nl clearly demonstrating how you meet the qualifications for this internship, not later than by **24th February 2023**.

For more information about this internship, you can contact us through the same email address.

Kindly also note that due to the expected large responses only shortlisted candidates will be contacted.