



GERMAN SCHOOL NAIROBI – FINANCE INTERN ADVERT

1.Role Details:

Role Title: **Finance Intern**

Department or Function: **Finance**

Role Reports to: **Head of Finance**

Location: **German School, Nairobi**

Job Capacity: **40 hours per week**

Current Job Holder: **Vacant**

ROLE PURPOSE & ACCOUNTABILITIES

We're seeking a **Finance Intern** to join our Finance Department to assist in daily financial operations. The Finance Intern's primary responsibility is to assist the Accountants and the responsibilities will include, but not be limited to:

- Ensuring accountability of daily receipts and cash for accurate balancing and reconciliation of recording of all incoming and outgoing monies and end-of-day checkout
- Ensuring the security of the funds kept in the office by keeping money and records locked and secure from unauthorized access.
- Supporting the accountants in ensuring that all the transactions between the cashier and accounts are balanced
- Ensuring that all cash payments are issued with a receipts
- Administering and processing all petty cash transactions within the parameters of the German School policies
- Maintaining the petty cash float
- Disbursing petty cash for approved purchases
- Filing of all petty cash vouchers
- Paying out and recording of any salary advances for employees
- Assisting with the year-end audit of all cash related transactions
- Assisting with stock count during stock take

It is not always possible to define completely the duties and responsibilities attached to job positions, and some variations may be necessary from time to time.

Qualifications

- Pass in Part II of the Certified Public Accountants (CPA) or Part II of ACCA Examination or any other related qualifications.
- Bachelor Degree in Commerce (Accounting or Finance option); Business Administration (Accounting option) will be an added advantage. **OR;**



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- Bachelor Degree in Commerce (Accounting or Finance option); Business Administration (Accounting option) with CPA part I.

We are an equal opportunity employer

German School Nairobi is proud to be an affirmative action / equal opportunity employer. All qualified applicants will receive consideration without regard to race, creed, gender, marital status, sexual orientation, citizenship status, colour, religion, national origin, age, disability, or any other status protected under local, laws.

SALARY AND BENEFITS OFFERED

- An interesting working environment
- Appropriate internship stipend of KES 10,000/= per month

APPLICATION PROCEDURE AND CONTACT PERSON

Your application, accompanied by a Curriculum Vitae, ID Card, copies of certificates and references of former employers should be submitted, to the attention of the Human Resource Manager, no later than **Friday 20th May, 2022**, via email to: applications@germanschool.co.ke