



## ACCOUNTS INTERN

<b>Position Title:</b>	Accounts Intern
<b>Department/Programme:</b>	Finance & Administration
<b>Direct Reports:</b>	N/A
<b>Duty Station:</b>	Nairobi

### ABOUT TISA

The Institute for Social Accountability (TISA) is a national civil society organization committed to the realization of sound policy and good governance in Kenya. TISA, registered as a trust, has been operational since March 2008 and continues to engage with various relevant state and non-state actors in its quest to promote effective local governance in Kenya. TISA has built up considerable expertise and networks in local governance, participatory governance, advocacy strategies, capacity building and practice learning while growing in experience and capacity in the development of capacity-building tools and curricula in these areas.

### JOB SUMMARY

The **Accounts Intern**, with the guidance of grants and Finance Officer, will be responsible for efficiently executing finance and accounting operations. The role is expected to ensure the Institute's financial and legal integrity within the framework of policies, procedures, and statutory requirements. In addition, the intern will support program teams in complying with donor rules and regulations and provide budgetary oversight on project activities. The incumbent is expected to maintain appropriate books of accounts, transaction activities, and relevant documentation.

### Duties and Responsibilities

#### Payment Processing

- Support the processing of payments including preparing summaries for online transactions and M-Pesa bulk transactions.
- Verify and reconcile invoices with purchase orders and receipts to ensure accuracy.
- Ensure compliance with financial policies and maintain meticulous payment documentation.
- Understand donor requirements and ensure compliance

#### Record-Keeping and Filing

- Maintain organized and up-to-date financial records, implementing efficient filing systems.
- Support with retrieving documentation, scanning and photocopying.
- Engage in setting up the TISA ERP system.

#### Data posting

- Accurately post data in the accounting software
- Reconcile ledgers with donor reports

#### Bank Reconciliation

- Monitor and track transactions to ensure the accuracy and currency of financial information.
- Any other support that may be requested from time to time

**Required Skills and Experience**

- Bachelor's degree in accounting, Finance or a related field from a recognized university.
- CPA finalist qualifications will be an added advantage
- Donor experience - basic experience in fund-based accounting work is desired.
- A sound knowledge of accounting and financial management.
- Experience with accounting software, excellent accounting knowledge, book-keeping forecasting, operations management, and proficiency in MS Office, especially Pastel and Excel.
- Familiarity and understanding of the financial donor reporting requirements.

**Personal Attributes/Competencies****Creating & Innovating**

- Produces new ideas, approaches, or insights; creates innovative programmes; produces a range of solutions to problems; seeks opportunities for organizational improvement; devises effective initiatives.

**Learning and Researching**

- Rapidly learns new tasks, committing information to memory; gathers comprehensive information to support decision-making; demonstrates a rapid understanding of newly presented information; encourages organisational learning approach; manages knowledge (collects, catalogues, and disseminates knowledge).

**Delivering Results**

- Apply specialist technical expertise; develop job knowledge through continuous professional development; share expertise and knowledge with others.
- Sets high standards for quality; monitors and maintains quality and productivity; works systematically, methodically, and orderly; consistently achieves project goals.
- Works productively under pressure; controls emotions during difficult situations; maintains a positive outlook; handles criticism well and learns from it.

**Adapting to change**

- Adapts to changing circumstances; accepts new ideas; adapts interpersonal style to suit different people and situations; shows sensitivity to cultural and religious differences; deals with ambiguity and uses the opportunities it presents.

***TISA is an equal opportunity employer. TISA is also committed to safeguarding and promoting the welfare of children and vulnerable adults. We expect all staff, volunteers, and partners to share this commitment.***

Interested and qualified candidates are requested to submit one document containing the cover letter and their CV with at least three professional referees by via email to [hr@tisa.or.ke](mailto:hr@tisa.or.ke). Please include the reference: "Accounts Intern" as the subject of the email application.

Applications close: 12th August 2024