

JOB DESCRIPTION	
Position Title	ACCOUNTS INTERN
Location	LIMURU
Role Overview	The accounts Intern will assist the Finance department in day-to-day financial operations, accounting processes, and financial reporting.
ROLES AND RESPONSIBILITIES	
➤ Assist in inputting financial transactions into the internal accounting software and ensure accurate and timely data entry for all financial records. ➤ Bank Reconciliations. Help in preparing monthly bank reconciliations by comparing bank statements with the internal financial records. ➤ Budgeting: Assist in monitoring departmental and project budgets, track expenditures, and report variances to the accountant. ➤ Invoice Processing: Support the verification and processing of supplier invoices and ensure payments are made on time. ➤ Sales confirmation. Apprehend and ensure sales collections are made correctly to show the right business position. ➤ Expense Reporting. Assist in reviewing and verifying staff expense reports to ensure compliance with the organization's policies. ➤ Financial Audits. Provide support during internal and external audits by gathering required documents and information. ➤ Data archiving: organize a financial filing system that is easily accessible. ➤ Assist in tracking all payments made for tax preparation and follow up on returns. ➤ Liaise to clients about payments, refunds and statements. ➤ Ensure that all clients receive their financial statements on time. ➤ Prepare and share accurate sales and collection reports on performance for the company.	
<u>DESIRED QUALIFICATION & EXPERIENCE</u>	
<u>EDUCATION</u>	
➤ B. A Accounting/ Finance or related course ➤ Familiarity with financial and accounting principles.	

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| <ul style="list-style-type: none">➤ Basic understanding of financial reporting and budgeting.➤ Previous experience in finance, accounting, or data entry is a plus. |
| <p style="text-align: center;"><u>KNOWLEDGE AND SKILLS</u></p> |
| <p><u>SKILLS</u></p> <ul style="list-style-type: none">• Excellent Communication and Interpersonal Skills• Excellent time management and organizational skills.• Attention to details• Proficient problem-solving skills.• Professionalism. |