



AFRICAN INSTITUTE FOR HEALTH & DEVELOPMENT

"Working with communities for better lives through evidence-based programming"

Terms of Reference for a Finance Intern

Job Type	Full Time
Academic Qualification	Degree in Finance or Accounting option-From a credited University
Professional Qualifications	CPA Part I (Sections 1 to 2)
Experience Duration	0-1 years
Job Location	Nairobi
Job Field	Finance and Accounting

Position: Finance Intern

Background: The African Institute for Health and Development (AIHD) is a not for profit, Non-Governmental Organization (NGO) established in June 2004 in Nairobi, Kenya by a group of accomplished African researchers and academicians. The Institute mainly focuses on implementing evidence-based programming and conducting research, training and advocacy on health and development issues that are contextually relevant to Kenya and the African continent in partnership with the National and County Governments in Kenya, and working in collaboration with local, national, regional, and international partners. The AIHD is involved in policy formulation on key development issues such as poverty alleviation, gender mainstreaming, health promotion, Non-Communicable Diseases (NCDs), Neglected Tropical Diseases (NTDs), social protection, among others. Over the years, the AIHD has acquired experience and expertise to improve well-being of individuals, communities, the nation, and region at large. To this end, the Institute has implemented programmes in several African countries including but not limited to, Kenya, Ghana, Uganda, Ethiopia, Tanzania, and Zambia.

Job summary: The AIHD is seeking to recruit a Finance Intern to support the Finance Department. He/she will support the day-to-day activities of our Finance Department. The Finance Intern should have knowledge of bookkeeping and accounting principles, good organizational skills, and working knowledge of accounting software. Ultimately, a top-notch finance intern should have integrity, excellent mathematical skills, and an understanding of data privacy policy.

Responsibilities

- In liaison with other departments at the AIHD, he/she will support the Finance Assistant with collating invoices and other accounting documents for accurate & timely posting of payments.
- Receive, track, and sort payment requests confirming they are properly approved for processing.
- Ensure that all financial documents are properly filed for easy retrieval.
- Support in development of budgets.
- Perform any other duties assigned by the supervisor.

Requirements and Qualifications

- Academic qualifications: Must be a Holder of at least a Degree in Finance or accounting and CPA Part I (Sections 1-2) professional qualification or a related field from a recognized institution.
- Work experience in Finance or Accounting Department.
- Familiarity with accounting software will be an added advantage.
- A working understanding of accounting principles.
- Excellent analytical skills.
- Able to work in a dynamic team.

How to Apply: Interested and qualified candidates are invited to submit their application letter and detailed C.V. with addresses of three referees via email to info@aihdint.org and a copy to mopetu@aihdint.org not later than **October 17th, 2024** by **1700hrs**. Only shortlisted candidates will be contacted. Male candidates are highly encouraged to apply.

AIHD provides equal employment opportunities to all employees and applicants for employment. It prohibits discrimination and harassment of any type without regard to gender, ethnic group, marital status, disability status, political and religion ideology.