



VACANCY ANNOUNCEMENT

Position: Finance Intern

Reports to: Finance Officer

Direct Reports: N / A

Who We Are

Uraia Trust is a facilitative national organization which works to provide quality, gender-responsive civic education and empower Kenyans to exercise their civic duty in order to realize their constitutional aspirations. As per the Strategic Framework (2021 - 2025), Uraia Trust believes that if Kenya has an informed and empowered citizenry, then Kenyans will be better equipped to take personal and collective responsibility for the country's democratic transformation. This goal will be accomplished through three outcome areas: i) an effective ecosystem for continuous quality civic education and engagement ii) increased responsiveness and accountability in Kenya's public spaces iii) develop a national consensus on Utu.

The Position

The Finance Intern is responsible for assisting the Finance Unit in the day-to-day running of business processes. By getting hands-on experience, the intern will be able to understand and follow financial rules and regulations while ensuring a proper introduction to the work environment.

Focus areas of responsibility - % of time spent

- Finance Support - 70%
- Administrative duties - 30%

Key Responsibilities

- Assist in maintaining financial records, filing, and documentation archiving.
- Support in photocopying, scanning, and printing financial documents as needed.
- Participate in the preparation for internal, donor, and external audits by collecting and organizing relevant documents
- Run finance-related errands to support the Finance Unit and other departments.
- Assist in the review of partner financial support documentation to ensure compliance with internal

checklists.

- Participate in periodic spot checks and monitoring of financial activities as per Uraia's procedures.
- Attend finance-related meetings for learning and knowledge-sharing purposes.
- Take minutes during Finance Unit meetings.
- Support logistical and administrative preparations for financial workshops or departmental activities.
- Assist in any other finance-related duties assigned by the supervisor.

Academic Qualifications and Personal Skills

- A Bachelor's degree in Finance, Accounting, Business Management or a related discipline.
- Additional certification in Accounting (e.g. CPA Part I or II) is preferred.
- Proficient in Microsoft Office applications, especially Excel.
- Strong organizational, analytical, and communication skills.
- Attention to detail and ability to follow instructions accurately.
- Ability to multitask and work in a fast-paced environment.
- High level of integrity and professionalism.
- Willingness to learn and a strong interest in NGO finance operations.

The internship will run for six (6) months and will be full time. If your professional aspirations match this opportunity, please send your application letter and detailed CV, current contact details and quote reference number UT/2025/05/01 with the email subject being Application for the Finance Intern Position. Any form of canvassing shall lead to automatic disqualification. The deadline for applications is 5:00PM on 29th May 2025 addressed to:

The Human Resource Unit

Uraia Trust

P. O. Box 28151-0010

E-Mail: jobs@uraia.or.ke

For more details about Uraia, please see the Uraia Trust website www.uraia.or.ke.

Uraia Trust encourages, promotes and supports diversity in its work. Applicants with disabilities are encouraged to apply.