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About Mzalendo Trust:

Mzalendo ('Patriot' in Swahili) Trust is a Kenyan non-partisan Parliamentary Monitoring Organization started in 2005 and whose mission is to promote 'open, inclusive, and accountable Parliaments in Kenya and Africa.' We do so by creating and managing civic tech tools, producing evidence-based research, and leading and facilitating advocacy and partnerships with Parliaments, citizens and other relevant stakeholders. We believe that success in our work will build more effective and responsive legislation and political processes that ultimately support Kenya's national development goals. Our work is anchored on our [5 Year Strategic Plan](#).

Purpose and Objectives

Mzalendo seeks to engage an Intern in the Finance Department with the overall objective of enhancing the operations of the Finance & Administration Department. Under the direct supervision of the Finance & Administration Officer, the Intern will help provide efficient accounting and administration support.

More specifically, the Intern will be responsible for the tasks listed hereunder:

- Assist in preparing financial reports (Monthly, Quarterly, Semi – annual and Annual)
- Prepare and submit statutory deductions to the specific authorities.
- Prepare cash books and monthly bank reconciliation statements.
- Process accounting documents such as LPOs, Quotation Analysis and payment Requests
- Assist in recording monthly transactions to the Quick books Software.
- Carry out any other relevant duty as assigned by the Finance Officer.
- Handling communications with partners and vendors via phone, email, and in-person.
- Performing office tasks, such as printing, filing and data entry
- Assist in managing the booking process for internal and external meetings.
- Other general office duties as agreed with the finance officer.

Essential Characteristics

- Bachelor of Commerce Degree in Accounting or related discipline
- Well-developed administration skills
- Computer proficiency and familiarity with a range of IT applications including Microsoft Word, Outlook, PowerPoint, Excel and Quick books
- Good interpersonal and communication skills
- Bookkeeping skills
- Willing to learn new software packages
- Ability to work as part of a team and on own initiative
- Be prepared and willing to work on occasions outside normal working hours, including evenings and weekends as agreed with the line manager

Submission of application:

Please email a cover letter and curriculum vitae to community@mzalendo.com. Kindly indicate the title of the position in the subject of your email.

The application must reach us on or before **11 p.m. on Friday 25 August 2021.**

Mzalendo is an equal opportunity employer. Only shortlisted candidates will be contacted.

Mzalendo does not solicit fees for any job advertisement.