



## FINANCE INTERN

### Terms of Reference

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**Position Title: Finance Intern**

**Location: West Pokot, Kenya**

Our site partner, Perur Rays of Hope in West Pokot, Kenya, is seeking a motivated and detail-oriented **Finance Intern** for an upcoming project.

As a Finance Intern, you will work closely with the HER Lab Accountant, playing a pivotal role in ensuring the smooth operation of our finance department. This hands-on internship will provide you with valuable experience in various aspects of financial management, including:

- **Financial Reporting:** Assist in the preparation and analysis of financial statements, ensuring accuracy and compliance with organizational and regulatory standards.
- **Administrative Support:** Contribute to the day-to-day administrative functions of the finance department, helping to maintain organized records and streamline processes.
- **Procurement and Logistics:** Participate in procurement activities and logistics coordination, gaining insights into supply chain management within a non-profit environment.

This internship offers a unique opportunity to apply your academic knowledge in a real-world setting, develop essential skills in finance and administration, and make a meaningful contribution to our mission in West Pokot.

Key Roles and Responsibilities

#### *Financial Reporting and Administration*

- **Supplier Management:**
  - Assist in reviewing quotations and invoices submitted by suppliers.
  - Aid in recording and tracking all weekly payments made by the organization.
  - Support in preparing Local Purchase Orders (LPOs) for suppliers.
  - Assist in verifying and receiving supplies/items from suppliers by signing the delivery notes.
- **Meeting Support:**
  - Assist in preparing minutes for finance meetings to document decisions and actions taken.
- **Document Management:**
  - Aid in ensuring accurate and safe archiving of all relevant financial documents.



- Assist in ensuring all transactions are adequately supported before processing payments.
- **Vendor Relations:**
  - Facilitate payment of vendors and respond to inquiries regarding financial matters as directed by the HER Lab Accountant.
- **Procurement and Logistics:**
  - Assist in procurement processes and logistics assignments as needed.
- **Additional Tasks:**
  - Perform any other finance and administrative tasks assigned by the HER Lab Accountant to support departmental objectives.

#### Requirements

- **Education and Certifications:**
  - Diploma in Finance/Accounting or a Business-related field from a recognized University, or equivalent.
  - CPA I or other professional qualifications in accounting will be an added advantage.
- **Skills and Competencies:**
  - Strong attention to detail and ability to multitask effectively.
  - Proven ability to work under minimal supervision and meet critical deadlines.
  - Problem-solving skills with a proactive and results-oriented approach.
  - Good organizational and communication skills.
  - Dedicated team player committed to delivering high-quality service.
  - Proficiency in Microsoft Excel and Word.

#### Desired

Alumni of the Global Give Back Circle at HER Lab, West Pokot will be given priority for this internship position.

#### How to apply:

To apply for the Finance Intern position at Perur Rays of Hope, please submit your updated resume and a cover letter detailing your interest in the role and how your skills and experiences align with the responsibilities outlined. Applications should be sent via the online application portal [here](#).

We look forward to receiving your application and potentially welcoming you to our team in West Pokot!