



INTERNSHIP OPPORTUNITY

Kenya Network Information Centre (KeNIC) is a registry charged with the sole responsibility of administering, managing and operating the dot KE domains in Kenya.

KeNIC is an equal opportunity employer.

For more information about KeNIC kindly visit our website www.kenic.or.ke

VACANCY: FINANCE INTERN

Process: Finance

Job Title: Finance Intern

Reporting to: Finance Manager

Location: Nairobi

Internship Purpose

The Internship program will provide an opportunity to gain hands on work- experience, expand knowledge, refine career goals and build professional network and mentors

You will:

1. Gain exposure in Finance and accounts
2. Assist with monthly financial reports
3. Assist in answering finance queries to client's
4. Assist in updating accounting systems with transactions
5. Assist in timely submission of statutory returns
6. Assisting with, filing, data entry, recording and maintaining accurate and complete financial records.
7. Any other relevant work that may be assigned to the job holder from time to time

Basic Requirements:

1. Must have an undergraduate degree in accounting, finance, business administration or equivalent.
2. Must have at least CPA 2
3. Sound accounting knowledge
4. Personable, presentable and articulate.
5. Proficiency in accounting software
6. Computer proficient with Microsoft Office and Excel
7. Must be a team player and have the ability to solve problems
8. Communication skills, Phone skills, interpersonal skills,
9. Demonstrate ability to work proactively in a diverse organisation

Kindly send CV and cover letter to hr@kenic.or.ke on or before 8th November 2021