



## EMPLOYMENT OPPORTUNITY

Agile Plan to Integrated Resilience for Girls, Women, and Youth (APIR TURKANA) is a social impact community-focused charitable foundation that works with and for vulnerable, marginal, and minority communities in Turkana to bridge the gap of socioeconomic inequalities. We are founded on the principles of social resilience, community-led actions, and equity, equality, and inclusivity. APIR TURKANA is seeking to recruit a dynamic and suitable qualified person for the position listed below and he/she will be based in the duty station indicated.

<b>Job titles</b>	<b>FINANCE AND ADMINISTRATION INTERNS – KAKUMA AND LODWAR</b>
<b>Deadline</b>	<b>Friday 29<sup>th</sup> December 2023</b>
<b>Reference</b>	011/012/LOD/KAK/2023
<b>Reports to</b>	FINANCE OFFICER
<b>Duty Station</b>	Kakuma
<b># of positions</b>	2
<b>Job Purpose</b>	<p>The objective of this position is to provide a learning environment for an aspiring finance and accounting professional while contributing to the finance, administration, and logistics functions.</p> <p>We are looking for a bright hands-on Finance and administration Intern to be a key member of the Finance team. The candidate in this role will gain a wide range of knowledge and experience during the 6 months they will be with us, starting from January 2024.</p> <p>While developing their skills, finance interns will ensure they have provided needful support to the Finance officer for efficient and effective financial systems and controls in the area field offices. They will support the program in the field by ensuring the timely production of reports and information.</p>
<b>Duties &amp; Responsibilities</b>	<ul style="list-style-type: none"> <li>• Document and maintain complete and accurate supporting information for all financial transactions.</li> <li>• Assist in the maintenance of financial statements timely and accurately.</li> <li>• Assist in the preparation of monthly and quarterly financial reports for self and co-implemented projects.</li> <li>• Assist in the preparation and consolidation of the budget forecasts for co-implemented projects.</li> <li>• Support in reconciling bank accounts for self-implemented projects.</li> <li>• Assisting in raising payment vouchers for both operations and project expenses.</li> <li>• Assist in review of cash request and allowances declaration ensuring all documentation is complete and accurate as per APIR TURKANA guidelines.</li> <li>• Assist in the procurement process of co-implemented projects and for the Kakuma and Lodwar field offices.</li> <li>• Filing of all supporting documents for administration and projects and ensuring the filing system of the organization is in order.</li> </ul>

	<ul style="list-style-type: none"> <li>• Assist in project and office logistics and procurement i.e. travel arrangements, purchases of goods and services.</li> <li>• Assist in office administration e.g. filing, photocopies, etc.</li> <li>• Assist in preparing supporting information for project audits.</li> <li>• Performing any other duty as may be assigned by his or her line manager</li> </ul>
<p><b>BEHAVIOURS</b>  <b>(Values in Practice)</b>  <b>(Section should not consist of Competencies as this are the standard Values in practice)</b></p>	<p><b>Accountability:</b></p> <ul style="list-style-type: none"> <li>• holds self-accountable for making decisions, managing resources efficiently, achieving and role modeling APIR TURKANA values.</li> <li>• holds the team and partners accountable to deliver on their responsibilities - giving them the freedom to deliver in the best way they see fit, providing the necessary development to improve performance and applying appropriate consequences when results are not achieved.</li> </ul> <p><b>Ambition:</b></p> <ul style="list-style-type: none"> <li>• sets ambitious and challenging goals for themselves and their team, take responsibility for their personal development, and encourages their team to do the same</li> <li>• widely shares their vision for APIR TURKANA, engages and motivates others</li> <li>• Future-orientated, thinks strategically and on a global scale.</li> </ul> <p><b>Collaboration:</b></p> <ul style="list-style-type: none"> <li>• Build and maintain effective relationships with their team, colleagues, Members, and external partners and supporters.</li> <li>• values diversity, sees it as a source of competitive strength.</li> <li>• approachable, good listener, easy to talk to.</li> </ul> <p><b>Creativity:</b></p> <ul style="list-style-type: none"> <li>• Develop and encourage new and innovative solutions.</li> </ul> <p><b>Integrity:</b></p> <ul style="list-style-type: none"> <li>• honest, encourages openness and transparency; demonstrates the highest levels of integrity.</li> </ul>
<p><b>Knowledge, skills and experience</b></p>	<ul style="list-style-type: none"> <li>• Bachelor’s degree in finance, economics, accounting, or any other relevant degree.</li> <li>• Relevant professional qualifications, i.e. ACCA/CPA is an added advantage.</li> <li>• Knowledge of MS Excel/Google Sheets is essential.</li> <li>• Previous experience is an advantage, but <b>THIS IS NOT AN OUTRIGHT REQUIREMENT.</b></li> </ul>
<p><b>Competencies we intend to develop</b></p>	<p><b>Driving for quality</b>  After the internship period, you should be able to set high demands for the quality of your work and that of others; and constantly strive for improvements.  LOGIC: You are able to apply the specified quality requirements within own work and repairs mistakes.</p> <p><b>Planning &amp; Organizing</b>  You should be able to effectively align activities, time, and resources to achieve objectives.</p>

LOGIC: Plans and organizes own work in a logical way

**Care**

At the end, you should Possess an eye for detail and do things precisely as required.

Logic: Has an eye for detail about own work and that of others and in the way work is completed.

**Customer Focus**

You should anticipate to be desired for similar roles, be a researcher of the expectations and requirements of the customer, connect with these, and deliver added value

Logic: Discovers the customer's issue and delivers a suitable solution.

**HOW TO APPLY**

All interested qualified candidates to submit an online application to APIR TURKANA through the program website: All the jobs have been posted here? [www.apirturkana.org/careers/](http://www.apirturkana.org/careers/)

Select your position and follow prompts, attach your Motivation/cover letter (Maximum 1 page) and Curriculum Vitae as separate documents on the provided online application form both in form of either PDF or Word ONLY.

Please don't attach your other documents such as certificates and testimonials.

Should you have trouble using this, please send your application to [hr@apirturkana.org](mailto:hr@apirturkana.org) and subject being "APPLICATION FOR 'POSITION NAME'"

All applications MUST be received on or before: 29<sup>th</sup> December 2023. APIR TURKANA is an equal opportunity employer, as detailed in our "Equal Employment Opportunity Policy."

**DISCLAIMER:** We do not charge any money all through recruitment processes. Should anyone including staff, donors and partners request for this, please do not hesitate to contacting the organization Executive Director through [info@apirturkana.org](mailto:info@apirturkana.org) copying [complaints@apirturkana.org](mailto:complaints@apirturkana.org).

**Any form of canvassing or bribery WILL ATTRACT TOTAL DISQUALIFICATION.**

— Driving Lasting Change —