

# Finance Intern

**Position Title:** Finance Intern  
**Application Deadline:** 20<sup>th</sup> September 2026.

## About ENAF

Echo Network Africa Foundation (ENAF) is a Pan African philanthropic institution that empowers and advocates for girls and women in Africa, focusing on marginalized groups. Its 2023-2027 Strategic Plan aims to expand successful programs from Kenya to other countries, with the Kenya Country Office managing implementation while ENAF oversees resource mobilization.

## Job Summary

ENAF is seeking a proactive and meticulous Finance Intern to join our Financial Resources Management Division in Nairobi. Reporting directly to the Accountant, the successful candidate will assist with ERP transaction entries, bank and GL reconciliations, invoice and receipt processing, audit preparation, document verification, and systematic filing. This role provides hands-on exposure to non-profit financial operations and compliance within donor-funded programming.

## Key Responsibilities

- **ERP Data Entry & Reporting:** Undertake daily data entry into the ERP for assigned transactions to support both monthly and quarterly internal and external financial reports.
- **Vouchers & Documentation:** Assist in raising journal vouchers, receipts, and preparing supporting documentation for monthly financial reports in compliance with donor requirements, institutional policies, and procedures.
- **Reconciliations:** Assist in preparing monthly bank reconciliations for assigned cashbooks and General Ledger (GL) reconciliations to maintain controls and accurate reporting.
- **Payables & Tax Compliance:** Assist in batching supplier invoices, identifying payments requiring withholding tax (WHT) and withholding VAT (WHVAT), and compiling the necessary tax support documents.
- **Audit Preparation:** Assist in preparing audit schedules to ensure proper classification of revenues and expenses for a smooth annual audit process.
- **Verification & Records Management:** Assist in the verification of RLF KYC documents and ensure timely, organized filing of all payment vouchers and financial records.
- **Other Duties:** Perform other related duties as assigned by the Supervisor.

## Qualifications

- **Education:** Degree in Finance, Commerce, Accounting, or equivalent.
- **Professional Qualification:** CPA Intermediate Level 2.
- **Experience:** 1 year of experience in a busy donor-related organization or equivalent setting.
- **Technical Skills:** Working knowledge of accounting principles, financial systems, Microsoft Dynamics, spreadsheet proficiency, and financial data analysis.
- **Behavioral Competencies:** Strong attention to detail, team player orientation, problem-solving skills, growth mindset, ability to multitask, and effective communication and presentation skills.

## Application Guidelines

Interested candidates who meet the criteria above are encouraged to send their application through our recruitment portal:

<https://erp.enafricafoundation.org:82/Home/PublicJobDetails?requestid=ERQ00010>

The CVs should include the contact details of three referees. Only shortlisted candidates will be contacted.

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