

**Position :** Finance and Admin Intern

**Duration:** 6 Months

**Location:** Nairobi County

## **ABOUT YOUTH CHANGERS KENYA**

Youth Changers Kenya is a community-based organization founded in 2015 to promote sexual reproductive health and rights and to address systemic issues of sexual violence among adolescent girls and young women in rural and peri-urban areas. YCK's work with girls and young women strives to provide the knowledge and skills necessary to pursue education, participate in policy spaces, delay pregnancy, make informed choices, and build self-confidence. At the same time, YCK strategically engages with key gatekeepers to build a strong collaboration aimed at developing a more equitable justice system for sexual violence against girls and women.

## **POSITION OVERVIEW**

We are seeking a highly motivated Finance and Admin Intern to join our dynamic team. The successful candidate will have the opportunity to gain hands-on experience in finance and accounting within the nonprofit sector. The intern will support our finance department in various tasks, including financial reconciliation, assisting in the preparation of finance reports for programs and donors, and other related duties.

## **KEY RESPONSIBILITIES**

- Assist in the preparation of financial reports, budgets, and forecasts for programs and donors.
- Perform reconciliation of accounts, ensuring accuracy and compliance with financial policies.
- Support the organization in the development and monitoring of budgets for various programs and projects.
- Help maintain accurate financial records and documentation, ensuring that all transactions are properly recorded and classified.

- Assist in processing invoices, receipts, and payments, ensuring timely and accurate financial operations.
- Collaborate with the program team to prepare financial reports for donors, ensuring compliance with donor requirements and financial policies.
- Participate in audits and financial reviews as required, including preparing necessary documentation and responding to auditor inquiries.
- Assist in financial analysis tasks, such as variance analysis, to identify trends and areas for improvement.
- Organize, file, and maintain both physical and digital records of financial and administrative documents, ensuring easy retrieval and secure storage.
- Support procurement processes, including obtaining quotes, processing purchase orders, and managing vendor relationships to ensure timely delivery of goods and services.
- Ensure adherence to financial policies, procedures, and regulations, including grant management and reporting requirements.
- Contribute to other finance-related tasks as needed.

## **QUALIFICATIONS**

- Holds a degree in Finance, Accounting, or a related field.
- Strong understanding of financial principles and accounting practices.
- Proficiency in Microsoft Excel and accounting software (e.g QuickBooks, Xero).
- Minimum of two years of experience in finance within the nonprofit sector.
- Attention to detail and strong organizational skills.
- Ability to work independently and as part of a team.
- Strong communication and interpersonal skills.

## **BENEFITS**

- Gain practical experience in finance within the non-profit sector.
- Opportunity to work with a passionate and dedicated team.
- Networking opportunities with professionals in the field.

## **HOW TO APPLY**

Interested candidates are invited to submit their CV and a cover letter explaining their interest in the internship and how their skills align with the responsibilities to **opportunities@youthchangerskenya.org** by **5th November 2024** with the subject email as **First Name; Finance Intern application**. Only shortlisted candidates will be contacted.