



The **Usalama** Reforms Forum

INTERNSHIP OPPORTUNITY

I. Introduction

The **Usalama Reform Forum (USALAMA)** is a partnership space that brings together local, national and international organizations working in the area of Community Security sector reform in Kenya. These organizations recognize the need in Kenya for innovative and citizen-based analysis and policy in the areas of security sector reforms, crime and violence control.

We are seeking for a suitable person to assist in the Finance and Administration department for a period of 3months

The intern will assist the Finance and administration officer in providing effective and efficient financial and administrative support to the Projects and Administration Offices.

Job location: Nairobi

Roles and Responsibilities:

- Review of payment request supporting documents
- Preparation of payment vouchers
- Review of imprest liquidation reports
- Review and regular update of fixed assets register
- Assist in the asset tagging
- Stock taking /keeping of office supplies
- Petty cash management
- Filing of documents
- Photocopying supporting documentation
- Bookkeeping

- Remittance of statutory deductions e.g. PAYE, NHIF , NSSF & Withholding tax payments and other payments to service providers
- Assist in preparation of donor reports

Knowledge, Skills & Abilities Requirement

- Atleast CPA part 11
- Knowledge in the use of Quickbooks will be an added advantage
- Excellent oral and written communication skills (English)
- Computer skills (Microsoft office program)
- A person with high integrity
- Ability to work independently with minimum supervision and handle pressure

All interested applicants should send application letter indicating the title of the position and CV including day time contact phone numbers as well as names & contact information of three references to reach the below mentioned by close of Monday 15th February 2015 to.

Recruitment Committee,

Usalama Reforms Forum

P.O BOX 49806 -00100 Nairobi Kenya

Email Address; info@usalamaforum.org

NB: Please indicate the title of the position on the email subject line

Only shortlisted candidates will be contacted. Usalama Reforms Forum is an equal opportunity employer