

Vacant Position

The Kenya Association of Manufacturers (KAM), established in 1959, is a membership organization representing over 750 leading manufacturing and value-add companies in Kenya. KAM is seeking to competitively fill the following vacant position:-

Designation:	Accounts Intern	Reporting to:	Accountant
Contract Type:	6 Months Internship Contract	Location:	Nairobi

Internship Purpose:

To enable intern acquire on-the-job skills while working with finance team to support the finance section in clearing work backlog and streamlining accounts receivables and payables at KAM.

Duties and Responsibilities:

While under the attachment, specific duties and responsibilities will include, but not limited to the following:-

- Clearing of accounts receivables and payables aged listing;
- Reconciliation and updating of all customers' statements for March –September 2018;
- Reconciliation of Sage and tally accounts receivables listing;

Qualifications:

- Degree in BCOM – Finance /Accounts option of BA in Economics,
- Must be at least a CPA 4 finalist or an ACCA holder,
- Experience in using accounting software/ERP accounting systems,
- Some desirable /relevant accounting and experience in using accounting software/ERP accounting systems is an added advantage.

Personal attributes:

- Keen attention to detail,
- Team player and enthusiastic,
- Excellent verbal and written communication skills,
- Effective organizational skills and ability to multitask.

Application:

Qualified and interested candidates should complete the online application form and submit their **CV and application letter only** to hr@kam.co.ke indicating the word “**Accounts Intern**” on the subject line of the email to reach us **not later than Thursday November 15, 2018 COB.**

Follow link to apply: [here](#). Only short-listed candidates will be contacted