



FOR WOMEN'S HUMAN RIGHTS

<b>Position Title</b>	Finance Intern
<b>Position Location</b>	Nairobi, Kenya
<b>Reporting to</b>	Finance & Operations Assistant
<b>Last date to apply</b>	Open Until Filled
<b>Contract Type</b>	6 months renewable
<b>Start Date</b>	As soon as possible
<b>Vacancy Announcement Date</b>	12 <sup>th</sup> May 2026

### Who we are

Urgent Action Fund-Africa (UAF-Africa) is a consciously feminist and women's human rights pan-African Fund, registered in Kenya and Zimbabwe. Operating as a virtual organisation, the Fund boasts of strategic presence in Africa's three sub-regions- East Africa: Nairobi- Kenya, Kampala- Uganda; Southern Africa: Harare- Zimbabwe, Lilongwe- Malawi, Antananarivo- Madagascar, Johannesburg, Pretoria & Cape Town- South Africa, Gaborone- Botswana; and Central Africa: Yaoundé & Douala - Cameroon. Recognising the need to move resources rapidly on a continent where opportunities and threats arise and decline quickly, UAF-Africa uses a Rapid Response Grant making mechanism to support unanticipated, time sensitive, innovative, and unique initiatives that promote women's agency in democratic governance, economic, environmental and climate justice, natural resources governance and conflict transformation while protecting their personhood, integrity, and rights.

### Position Overview

The position will provide support to the Finance and Operations portfolio by ensuring the accuracy and efficiency of our financial operations. Under close supervision and the direct guidance of the team, the Intern will assist with routine tasks including data entry, filing, organising financial documents, supporting the payment and reconciliation processes and maintaining records.

### Specific Responsibilities

- Support the Finance team by organising and assessing supporting documents for payment vouchers under supervision, ensuring all required information is included.
- Manage petty cash under supervision, including disbursement, reconciliation, and replenishment.

- Assist in monthly bank, petty cash and credit card reconciliations, flagging discrepancies and ensuring timely resolution.
- Support the verification and tagging of assets and help maintain an updated asset register.
- Assist in the preparation and issuance of Local Purchase Orders (LPOs), ensuring compliance with procurement procedures.
- Organise and file financial documentation for easy retrieval and audit readiness.
- Provide support during external and internal audits, including preparation of schedules and retrieval of supporting documentation.
- Assist with supplier reconciliations, resolving outstanding issues in collaboration with the procurement and admin teams.
- Perform supplier due diligence checks, including anti-money laundering (AML) and compliance reviews.
- Support the Finance team in data entry into accounting software and preparation of financial reports.
- Assist in reviewing staff accountability documents such as travel advances and expense reports.

#### **Other Responsibilities**

- Support the Finance team in generating periodic financial reports and updates for internal use and external stakeholders, as guided.
- Assist in maintaining timely and professional communication with vendors, suppliers, and contractors, particularly regarding payments, reconciliations, and compliance documentation.
- Any other responsibilities as assigned within the portfolio.

#### **Qualifications**

- Bachelor's degree in Finance, Accounting, Economics, Business Studies or related field
- CPA Part I or equivalent

#### **Skills and Experience**

- At least 2 years' relevant work experience working in or with organisations in Africa, preferably women's rights or social justice-oriented organisations.
- Proficiency in Microsoft Excel and other office applications. Experience working with QuickBooks software is an added advantage.
- Excellent written and verbal communications in English.
- Strong analytical, presentation, planning and organisational skills.

- Strong attention to detail, integrity, and ability to maintain confidentiality.
- A proactive attitude and readiness to learn on the job.
- Passionate about UAF-Africa's mission, committed to teamwork, and achieving results, including a commitment to trust-based transformative grantmaking, community-led development, and grassroots movement building.
- Experience working in a virtual setup with seamless task coordination, managing multiple deadlines.
- Flexible and willing to perform other tasks as assigned, in a fast-paced, team-oriented work environment.

### **Work Environment**

This is a regional position that involves some national and regional travel. UAF-Africa is an equal opportunity employer that does not discriminate in its hiring practices. In order to build the strongest possible workforce, UAF-Africa actively seeks a diverse applicant pool. The Fund is committed to creating an inclusive environment for all employees. **The position is based in Nairobi, Kenya.**

### **How to Apply**

Candidates interested in applying for this role need to register on the UAF-Africa website & apply for this role using the link below:

<http://uafahrrec.peopleshr.com/>

No phone calls, please.

We thank all those who apply, but only shortlisted candidates will be contacted. To learn more about UAF-Africa and our programs, please visit our website at <http://www.uaf-africa.org/>