FINANCE INTERN

The Organization

The Alliance of Bioversity International and the International Center for Tropical Agriculture (CIAT) delivers research-based solutions that harness agricultural biodiversity and sustainably transform food systems to improve people’s lives. Alliance solutions address the global crises of malnutrition, climate change, biodiversity loss, and environmental degradation. With novel partnerships, the Alliance generates evidence and mainstreams innovations to transform food systems and landscapes so that they sustain the planet, drive prosperity, and nourish people in a climate crisis.

The Alliance is part of CGIAR, a global research partnership for a food-secure future.

About the position

We are looking to engage a student on internship basis to provide operational support to the accounting and finance planning and monitoring unit. The student will gain experience in recording transactions, keeping financial records, reporting, legal document management and analyzing financial information.

Responsibilities

- Support the processing payments vouchers and ensure proper support documents are attached.
- Review of supplier invoices for proper documentation.
- Support the processing of travel advance request vouchers and reviewing legalizations from staff.
- Support the processing of partner payments.
- Support the timely reconciliation of month end bank balances between cashbooks and banks statements.
- Ensure proper filing of accounting records for easy retrieval and offer support during audits.
- Retrieval and scanning of support documents for project audits.
- Support the analysis of commitments on a quarterly basis.
- Support the Creation of AEC’s and registration of budgets.

Requirements

1. Recent graduate or continuing student preferably enrolled in a Business Administration Degree (Accounting/Finance Option) or any relevant field.
2. Good oral and communication skills.
3. CPA qualification is an added advantage
4. Ability to co-ordinate, prioritize and organize workload
5. Good communication skills with a positive attitude and a strong service orientation
6. Ability to learn quickly.
7. Ability to work in a multi-cultural environment.
8. Commitment to the Alliance’s mission and core values.

**Terms of employment**
The internship position will be based in **Nairobi, Kenya** and it will be for an initial period of three (3) months, with a possibility of renewal for a further three (3) months depending on performance and availability of resources. The Alliance is an equal opportunity employer, and strives for staff diversity in gender and nationality.

**Applications**
Applicants are invited to visit [http://ciat.cgiar.org/ciat-jobs](http://ciat.cgiar.org/ciat-jobs) to get full details of the position and to submit their applications. Applications **MUST** include **Ref No. 102156 Finance Intern** as the position applied. Applications should be saved as one document using the candidate’s last name, first name for ease of sorting.

The Alliance does not charge a fee at any stage of the recruitment process (application, interview meeting, processing or training). The Alliance also does not concern itself with information on applicants' bank accounts.

**Closing date for applications: 29th October 2021**
We invite you to learn more about us at:
[http://alliancebioversityciat.org](http://alliancebioversityciat.org)