

# ROLE PURPOSE



**Role Title:** Finance Intern

**Division:** Global Programs

**Location:** Nairobi,  
Kenya

**Date:** January 2026

**Employment type:** Internship

**Reports to:** Finance Manager

**Number of direct  
reports:** None

**Leadership Band:**  
leads Self

## Purpose of the role:

To support the Fred Hollows Foundation Kenya finance department with finance/accounting tasks while gaining hands on experience in finance/accounting.

## Key responsibilities and duties:

1. Support in processing of Mpesa transactions to participants ensuring accuracy and completeness.
2. Assist in reviewing payment vouchers for:
  - Completeness of supporting documents including authorization/ signing.
  - Accuracy of the supporting documents/payments and acquittals.
  - Stamping of payment vouchers with "paid stamp".
  - Attaching payment advice to all payment vouchers.
3. Support in creating transactions in IPOS system for review and submission by Finance Officer.
4. Assist in confirming all journal vouchers are printed, signed, and filled sequentially.
5. Transfer of prior year payment vouchers from the store to filling room.
6. Review and file payment vouchers sequentially in the filling cabinet.
7. Support with document retrieval during audit both internal and external.
8. Support with closure of any gap identified during the internal audit process.
9. Assist with reviewing petty cash transaction (s) support documents before replenishment and posting.
10. Support with review, analysis and creation of invoices in IPOS for review and submission by Finance Officer.
11. Assist in retrieval, review and scanning of payment vouchers for donor reporting.
12. Any other duty that may be assigned from time to time by your line manager.

## Our Capabilities:

**As a member of The Foundation Family, you will:**



1. Live by the values of The Foundation and support The Foundation's culture, performance, and brand.
2. Adhere to all The Foundation's policies and procedures.
3. Strengthen the health, safety, and well-being of all/look out for the well-being.
4. Lead, collaborate and contribute to all interactions.

## Skills:

- A team player who is ready to learn new concepts.
- A self-starter with resilience, pace, interpersonal flexibility, ready to succeed within an evolving and sometimes demanding culture.
- Ready to learn time management skills including the ability to prioritize and multi-task work.

## Qualifications:

Bachelor's degree in finance or accounting or CPA Section 2

## The position involves:

This position is recognised as having "Contact with Children" either direct or indirect.

## Travel:

International/Domestic

## Additional Responsibility:

N/A

## To work in The Foundation, you will:

- Be eligible to work in Kenya.
- Undergo background check including criminal records and qualifications check.
- Undergo working with children check for positions that are identified as working with children.