**FIRSTIDEA CONSULTING LIMITED (FIC)**

<table>
<thead>
<tr>
<th>Job details</th>
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<tr>
<td><strong>Job title:</strong> Intern</td>
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<td><strong>Duration of contract:</strong> 3 months internship with a possibility of full employment based on performance and attitude.</td>
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## Job summary

The role of the Intern is to provide financial advisory services to clients in both the public and the private sector.

## Key responsibilities

### Client related work (clients to be allocated based on signed contracts)

- Preparation of client accounts on any client system (Quick Books, Pastel or any other system).
- Meeting with clients to discuss financial statements and management accounts.
- Preparation of all statutory returns for the clients.
- Filing client statutory returns as provided by the law.
- Follow up with for payments from all clients.
- Prepare client accounts for audit.
- Undertaking internal audit assignments for clients.
- Documentation of policy procedures.
- Undertaking grants related tasks as per client requirements.
- Undertaking financial reviews.
- Conducting of training to clients.

### Marketing related work

- Prepare risk management content for publication once every week for MailChimp.
- Preparing daily content for Facebook, Twitter, Instagram and LinkedIn.
- Responding to all social media comments and managing those pages.
- Visit at least 9 clients for every week (3 new clients and 6 old clients).
- Generate at least Kshs500,000 per month new business.
- Creating and maintaining a data base of prospective clients.
- Making calls and follow up calls to clients.
- Attending client meeting to represent the company.

### Internal related work

- Assisting in the preparation for proposals for work.
- Filing internal statutory returns as provided by the law.
• Assisting in responding to website requests.
• Preparation of internal payroll and payments.
• Providing daily updates on proposals, payment and other related financial status updates.
• Assist in preparation of budgets, plans and manuals.
• Monitor commitments, budgets and plans on a day to day basis.
• Assist in setting up internal controls.
• Preparation of monthly reports.
• Any other responsibility that may be assigned by the Director.

Academic and professional qualifications

• Bachelor’s degree in finance or related field.
• Certified Public Accountant of Kenya.

Experience

• Experience in accounting and book keeping for a period of 2 years in a consulting firm

Additional skills and behaviors

Skills
• Networking skills;
• Good Persuasion & prospecting skills;
• Good analytical skills;
• Good problem-solving skills;
• Communication skills; and
• Good interpersonal skills.

Behaviours
• Excellence.
• Good Attitude towards others and work.
• Integrity and confidentiality.
• Discipline and Punctuality.

How to apply
1. Send your curriculum vitae to info@firstideaconsulting.co.ke by 13 October 2018 at 3:00pm East African Time.
2. Indicate Advisor on the subject of the email.
3. If you are not contacted on Monday, 15 October 2018 at 5:00pm East Africa Time please note that you are unsuccessful.