

FIRSTIDEA CONSULTING LIMITED (FIC)

Job details

Job title: Intern

Supervisor: Director

Duration of contract: 3 months internship with a possibility of full employment based on performance and attitude.

Location: Nairobi

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.