



THE COMMISSION ON ADMINISTRATIVE JUSTICE
(Office of the Ombudsman)
Hata Mnyonge ana Haki

INDENT FOR FINANCE & ACCOUNTS INTERNSHIP POSITION
JOB REFERENCE: CAJ INTERN/027/2025

JOB TITLE : FINANCE & ACCOUNTS INTERN

REPORTING TO : ASSISTANT DIRECTOR, FINANCE & ACCOUNTS

DEPARTMENT : CORPORATE SERVICES

NO. OF POSTS : 1

TERMS OF EMPLOYMENT : ONE-YEAR CONTRACT

DUTY STATION: NAIROBI

Duties and responsibilities for this position will entail:

- i. Assisting in posting of banking payments into accounting software
- ii. Assist in handling daily transactions for petty cash
- iii. Assist in reconciling weekly cash transactions
- iv. Assist in preparing payment transactions
- v. Assist in preparing bank transfers for payment
- vi. Assist in reconciling supplier statements as received
- vii. Assist in verifying authorizations of payments as per the Commission authorized sign off limits
- viii. Any other duty assigned by the Commission from time to time

JOB SPECIFICATION

For appointment to this position, a candidate must have;

- i. Bachelor's degree in any of the following disciplines: - Bcom (Accounting or Finance Option), Business Administration (Finance or Accounting option) or equivalent qualification from a recognized institution
- ii. Certified Public Accountant I, II or III will be an added advantage

CLEARANCE/COMPLIANCE CERTIFICATES

Successful candidates will be required to provide copies of clearance or compliance certificates.

DATED at Nairobi this 15th September, 2025