



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

**INDENT FOR FINANCE & ACCOUNTS INTERNSHIP POSITION**  
**JOB REFERENCE: CAJ INTERN/008/2025**

**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: - Commerce, Accounting, Finance, Economics or equivalent qualification from a recognized institution

**CLEARANCE/COMPLIANCE CERTIFICATES**

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

**DATED** at Nairobi this 27<sup>th</sup> May, 2025