



INTERNSHIP OPPORTUNITY

KCA University is a dynamic private business university committed to quality service and ethical practices. KCA University seeks to recruit an intern in the Finance Department;

INTERN – FINANCE DEPARTMENT

JOB OBJECTIVE

The job holder will receive payments from KCA University clients in form of cheques, Credit/Debit cards, Direct deposit slips and post them into the ERP System.

DUTIES AND RESPONSIBILITIES

- Ensure that the cash office is manned and clients attended to at all times.
- Billing of duly registered students.
- Verify, post and issue receipts for payments made to the University via cheques, Mpesa, credit/debit to KCA University accounts.
- Back office receipting of MPESA payments.
- Verify third party documents presented for receipting to ensure that transactions comply with financial policies and procedures.
- Reconcile daily receipts summary and ensure all errors are promptly corrected.
- Perform account reconciliations particularly regarding receipts
- Ensure all cheques received are banked promptly.
- Ensure safe custody of banking slips and carbonated receipts
- Perform other duties/projects as assigned.

POSITION REQUIREMENTS

- Candidate must be a citizen of Kenya.
 - Bachelor's degree in Finance/Accounting/Economics OR CPA Finalist
 - Excellent computer proficiency.
 - Ability to prioritize and plan work schedule in advance
 - High integrity and ability to handle confidential information.
 - Excellent communication and interpersonal skills

- Excellent time management skills.
- Client orientation

How to Apply

Interested candidates who meet the above requirements should submit an application letter, a detailed CV (include two referees), academic certificates, a clear copy of your Kenya National ID and KRA PIN certificate via email to hrjobs@kcau.ac.ke by **31st January 2024**.

The subject of your email should read: INTERNSHIP – FINANCE

Only shortlisted candidates will be contacted

Head of Human Capital Management,
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