

**Position:** Finance Intern (2 Positions)

**Location:** Kenya and South Africa

**Contract duration:** 6 months

**Closing date:** 27 February 2026

## The Internship

ActionAid International (AAI) is seeking two (2) motivated Finance Interns to join our Finance team. This internship is designed as a learning and development opportunity where the selected candidate will gain meaningful exposure, practical experience, and professional mentorship while contributing to AAI's mission of social justice, gender equality, and poverty eradication.

The Finance Intern(s) will support the organisation's finance function across departments, contributing to financial reporting, accounting operations, reconciliations, budgeting, compliance, and audit preparation.

This role offers hands-on exposure to multi-country finance operations within a global federation environment. Interns will gain practical experience in financial systems, reporting processes, audit coordination, and budget support while working closely with cross-functional teams.

## Key Responsibilities

### GS Payments Support and Ledger Maintenance

- Assist in processing multi-geographical payments, ensuring accuracy and compliance with policies and procedures.
- Support payroll operations, ensuring related payments and postings are completed promptly.
- Assist in processing and posting recharge transactions across countries.
- Capture and maintain financial data in finance systems.
- Support month-end and year-end closure processes.

### Audit Support

- Prepare audit files, schedules, and supporting documentation.
- Support the finance team during internal and external audits.
- Assist in responding to audit queries and clearing outstanding items.
- Track management letter points and follow up on progress.
- Provide support on GS Hub audit deliverables and planning inputs.

### Credit Card Management and Recharges Support

- Assist with processing credit card expenses and reconciliations.
- Follow up with cardholders to ensure accountability and approvals.
- Support monthly reconciliation of recharge transactions.
- Process and manage transactions received through the Finance recharge mailbox.

### Reconciliations

- Assist with timely balance sheet reconciliations.
- Support clearance of outstanding reconciliation items.

### Budgeting & Forecasting Support

- Collect data from departments for budget preparation.
- Update budget templates and forecasting tools.
- Analyse expenditure trends and follow up on variances.
- Support preparation of monthly and quarterly reports.
- Assist in preparing budget presentations.

### Other Responsibilities

- Support federation planning and reporting data consolidation.
- Assist with project accounting tasks.
- Respond to finance-related queries from budget holders.
- Support reconciliation and processing of staff debtor transactions.
- Perform other duties as assigned by the line manager.

## Who we're looking for:

We are seeking a recent graduate with a degree in Finance or Accounting, with a basic understanding of accounting principles (IFRS or local GAAP is an added advantage).

The ideal candidate has some exposure to financial or administrative work through coursework, volunteering, internships, or part-time roles. A completed work readiness programme is an added advantage.

You should demonstrate knowledge of core financial processes including bookkeeping, reconciliations, budgeting, financial reporting, internal controls, audit processes, payroll, procurement, and risk management.

Strong numerical, analytical, and problem-solving skills are essential, along with attention to detail and the ability to organise and prioritise tasks effectively. Proficiency in Microsoft Excel is required, while experience with accounting systems, Power BI, or AI tools is an advantage.

We are looking for someone with strong interpersonal skills with the ability to work independently with integrity.

You should also have strong commitment to ActionAid's values and ethos, including ActionAid's [feminist leadership principles](#).

## What we offer:

ActionAid is committed to providing a welcoming, supportive workplace where we recognise a job well done, encourage close collaboration and sharing power, and where safeguarding standards and feminist leadership are exemplified everywhere. At ActionAid, you can look forward to a fair internship stipend and a flexible working environment, including

- A workplace that embraces intersectional feminist principles
- Structured mentorship and ongoing feedback
- Professional development and meaningful hands-on experience

## How to apply:

Please click on the "apply" button to start the application process:

Applications close on **11.59 GMT on 27 February 2026**. Please upload an up-to-date curriculum vitae and a covering letter, clearly explaining your suitability against the essential criteria and and, where applicable, documentation from your academic institution.

*Please check your application and make sure you meet all the essential criteria listed in the person specification. In addition, your application will be stronger if you meet at least some of the desirable criteria. If you do not meet at least all the essential criteria, please do not apply as we only consider candidates if they meet the essential*

*criteria listed on the job description. We will only consider candidates who have the right to work in the specified locations.*

*Due to high volumes of applications received, we can only correspond with short listed applicants. Should you not have received feedback on your application within two weeks of the closing date, please consider your application as unsuccessful.*

*ActionAid International will not consider unsolicited candidates from recruitment agencies. We reserve the right to withdraw any of our vacancies at any time.*

## **About us:**

ActionAid is a global federation working for a world free from poverty and injustice. We want to see a just, fair and sustainable world, in which everybody enjoys the right to a life of dignity, and freedom from poverty and oppression. We work to achieve social justice and gender equality, and to eradicate poverty.

All our work is underpinned by a set of feminist leadership principles: Self-awareness, Self-care and caring for others, Dismantling bias, Inclusion, Sharing power, Responsible & transparent use of power, Accountable collaboration, Respectful feedback, Courage and Zero tolerance against discrimination and abuse of power.

ActionAid International welcomes applications from all sections of the community and promotes diversity.

## **Our commitment to Safeguarding**

*ActionAid is committed to recruiting candidates who promote ActionAid's SHEA and Safeguarding policies and values.*

*ActionAid will only recruit candidates who are committed to SHEA and Safeguarding and ActionAid's values, thereby helping to create safer working cultures. As a deterrence measure ActionAid is also committed to deterring candidates who are intending to cause harm from joining ActionAid.*

## **GDPR Privacy notice**

*ActionAid International collects and processes personal data relating to job applicants as part of any recruitment process. ActionAid International is committed to being transparent about how we collect and use that data and to meeting our data protection obligations. Please visit our website <https://actionaid.org/privacy-and-cookies> or click the link [Privacy notices](#) to view our GDPR Privacy notice.*