

Finance Internship opportunity AT E.A.E.P



East African
Educational
Publishers



East African Educational Publishers (EAEP) is one of the oldest publishing houses in Kenya. We are home to Africa's literary giants such as Chinua Achebe, Ngũgĩ wa Thiong'o, Taban lo Liyong, Meja Mwangi, Yusuf Dawood among others.

We are looking for a **FINANCE INTERN** to join the EAEP family.

JOB DESCRIPTION

This is a short term position with the responsibilities of supporting the organization while learning about a career in finance.

KEY RESPONSIBILITIES

1. Assist in supplier reconciliations and posting invoices;
2. Assist in Writing and posting cheques;
3. Assist in making calls to customers for collections and reconciliations of their statements;
4. Assist in General Filing;
5. Stepping in for someone who may not be in;
6. Any other duty that may be assigned from time to time.

QUALIFICATIONS

- Bachelor's degree in Accounting or any related field;
- Customer service oriented – customer service experience will be an added advantage;
- Project a positive attitude and be a team player.

HOW TO APPLY

If you are a highly motivated, results-oriented and self-driven individual with the stated qualifications, email your application letter, curriculum vitae and copies of testimonials to:

Human.resource@eastafricanpublishers.com

Before 20th March 2020

Only shortlisted candidates will be contacted.