



Transforming Lives Through Agribusiness

EXCITING OPPORTUNITY: INTERNSHIP IN FINANCE & ADMINISTRATION UNIT

Are you a Fresh Graduate looking to make a mark in the agricultural sector of East Africa?

*******Apply for the Kilimo Trust internship program*******

Kilimo Trust is seeking a highly motivated and talented University graduate from Rwanda to join its team of experienced and motivated professionals.

Kilimo Trust is a not-for-profit organisation working on agriculture for development across the East African Community. We are headquartered in the Republic of Uganda, with affiliated subsidiaries in Tanzania, Rwanda and Kenya. Our vision is to see “sustained and equitable wealth creation, food and nutrition security for smallholder farmers and other value chain actors”. The mission is to make agribusiness a transformative tool for wealth creation, food and nutrition security for smallholder farmers and other value chain.

Specific Responsibilities

- a) Receive and review invoices/payment requests submitted for payments.
- b) Prepare payment vouchers in accordance with laid down procedures for services received by the Trust.
- c) Support the maintenance of a filing system relating to all financial and administration information/documents of the Trust.
- d) Assist to record financial transactions in the Odoo System.
- e) Assist Team Leaders in preparation of budgets for projects and projects activities.
- f) Assist in bank reconciliations. And reconciling supplier and customer accounts.
- g) Provide logistical support to the Trust’s program activities including booking venues for workshops, conferences, following up with facilitators, resource persons and participants.

Qualifications and Competence Required

- a) A First Class or Second-Class upper Degree in accounting, business, finance, or other relevant discipline is an added advantage.
- b) Must have scored a distinction in Mathematics and English at O’ level.
- c) Hands on experience in the use of spreadsheet
- d) Basic skills in accounting and bookkeeping
- e) Ability to maintain strict confidentiality in performing the Finance duties.
- f) Be honest and trustworthy.
- g) Below 25 years of age
- h) Have excellent analytical skills, are self-driven, innovative, problem solvers, willing to learn, good timekeepers and value integrity.

How to Apply

Please submit your application letter, updated CV, copies of all academic transcripts including O’ and A’ level **NO LATER THAN 30th September 2023** to email: recruitment@kilimotrust.org. Indicate in the subject line the Position you’re applying for.