

Finance Intern at Apollo Agriculture

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Company: JobWebKenya

Location: Kenya

Category: life-physical-and-social-science

Job Description

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Apollo helps farmers in emerging markets increase their profits. We use agronomic machine learning, remote sensing, and mobile technology to help farmers access credit, high-quality farm inputs, and customized advice. Our first product is a customized package of farm inputs, farming advice, and credit delivered to farmers in Kenya.

Responsibilities:

Revenue Mastery: Be the guardian of our financial processes by ensuring that all revenue invoices are promptly signed and submitted to KRA via TIMS on a daily basis, leaving no room for delays or oversights.

Organizational Whiz: Keep our finance and general filing systems, both physical and electronic, up to date and impeccably organized, ensuring easy access to important information when needed.

Expense Wizardry: Put your meticulousness to work by processing advance requests and expense reconciliations, meticulously reviewing supporting documentation to ensure accuracy and compliance.

Audit Support Extraordinaire: Step up during our yearly audit by providing essential support as required, showcasing your attention to detail and ability to navigate through financial records with ease.

Finance Explorer: Embark on bank and other finance-related errands as assigned, demonstrating your reliability and professionalism in handling crucial financial tasks outside the office.

Document Guardian: Take charge of maintaining a secure filing system for all of Apollo's key documents, ensuring that valuable information is well-protected and easily accessible when needed.

Dynamic Contributor: Be ready to take on any other duties as assigned, showcasing your flexibility and willingness to learn and contribute to various finance initiatives.

Requirements:

Bachelor's degree in Finance, Accounting, Economics, or a related field.

1-2 years working experience

Proficiency in Microsoft Excel

Strong mathematical and analytical skills

Excellent attention to detail

Good written and verbal communication skills

Demonstrated ability to prioritize tasks, manage time effectively, and meet deadlines.

Willingness to collaborate and work as part of a team

Eagerness to learn and develop new skills in the finance field.

CPA Qualification is an added advantage

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