

# VACANCY ANNOUNCEMENT:

## Finance Intern - Finance and Administration Unit

Samuel Hall is seeking a professional, motivated and committed individual to join its team for a full-time internship position based in Nairobi, Kenya or working remotely.

### Who We Are

Our research connects the voices of communities to changemakers for more inclusive societies. Samuel Hall is a social enterprise that conducts research, evaluates programmes and designs policies in contexts of migration and displacement. Our approach is ethical, academically rigorous, and based on first-hand experience of complex and fragile settings. With offices in Afghanistan, Germany, Kenya, Tunisia and the United Arab Emirates, we are based in the regions we study.

We have over ten years' experience in 70+ countries and have become a trusted partner and leading voice in the field of migration and displacement research, working with governments, donors, multilateral organisations and NGOs, as well public and private sector entities. It's an exciting time for Samuel Hall – we were recently selected by Stanford University as one of the Global South's high-potential, fast-growth social enterprises. For more information, please visit [www.samuelhall.org](http://www.samuelhall.org).

**WORK ENVIRONMENT:** We work in a fast-paced, demanding, and challenging environment – you will be expected to grow with us and carve out your own spot in the team. We look for proactive, creative individuals who find opportunities to make their mark and identify solutions to problems. We look for strong leaders and reliable team-players who can add value from the very start, expand our knowledge and help us to maximise our social impact.

### Tasks & Responsibilities

1. Objective 1 - Financial Planning
  - Provide support in planning and developing the company's procedures, financial functions and performance
  - Assist in the development of the company's short and long-term financial objectives
  - Support all aspects of the finance and accounting functions of the company
2. Objective 2 - Analysis, Forecasting and Reporting
  - Provide timely and accurate analysis of budgets, financial reports and financial trends in order to assist the Finance Team
  - Support in developing a reliable cash flow projection processes and reporting mechanisms that include minimum cash threshold to meet operational needs, and modelling to improve cash flow planning
  - Support in country budget planning and development
3. Objective 3 - Financial Management Support
  - Provide support in the planning and implementation of all financial related activities of the company
  - Provide technical financial support to those within the Global Finance Team Review and provide support in the implementation of policies and procedures of the company to improve the overall financial effectiveness of the operations (from budgeting processes to banking operations)

### Opportunities for Growth

Working at Samuel Hall means that you are contributing to ground-breaking, innovative, and rigorous work that bridges research, implementation and policy. Most of our training happens on the job, but as part of our investment in learning and development, everyone is encouraged to apply for up to five days of paid professional development leave and financial resources to enable them to acquire new skills and knowledge.

### Vacancy Requirements

#### Required

- Business School or Master's degree highly desirable; preferably in Financial Management, Financial Accounting, Business Administration or other relevant field;
- Pursuing or completed ACCA or other internationally accredited accounting certification is desirable.
- Sound understanding/experience in financial processing and management.
- Strongly proficient in Microsoft Office, particularly Excel and PowerPoint
- Experience with accounting software desirable (XERO preferred)
- A high level of oral and written communication skills in English
- A self-starter who can get on with the task in hand, who knows when to communicate information and issues;
- Highly flexible and prepared to work under pressure.
- Proven ability to prioritize tasks, meet deadlines and work with limited supervision, keen to detail, pro-active and a good

team-player.

- Open minded, intellectually curious, accurate, persistent, innovative, energetic, and ambitious individual able to quickly develop working relationships throughout the business.
- Ability to synthesize and analyze large amounts of data, identify key issues and communicate these issues both verbally and in written form to multiple stakeholders.
- High level of integrity and honesty and capacity to handle confidential information with integrity.

Location	Nairobi, Kenya or Remote
Position	Director of Finance and Administration
Contract duration	6 months, stipend provided
Vacancy closure	Open until filled
Email for submission	<a href="mailto:careers@samuelhall.org">careers@samuelhall.org</a>
How to apply	All applicants should send their cover letter and CV in separate PDF files; each labelled: "CL/CV – Full name of Applicant" with the email subject line clearly expressed: "Name – Finance Intern".
Samuel Hall is an equal opportunities employer. Applicants who do not follow the required format will not be considered. Only selected applicants will be notified, and interviews are conducted on a rolling basis.	