

Finance Intern - Partner Support

DanChurchAid (DCA) is seeking to recruit an energetic **Kenyan National** for the position of **Finance Intern - Partner Support** will contribute towards to the attainment of DCA Kenya Country program me by ensuring a high level of accountability and quality assurance of DCA Kenya projects and activities. The Finance Intern - Partner Support will ensure quality assurance of budgets and financial reports, timely reporting, compliance with donor requirements and DCA internal procedures

The main responsibilities of the Finance Intern - Partner Support are:

Financial Management Systems:

- Manage the disbursement of funds to partners in line with payment schedules and any other requirements.
- Review and validate spending plans from partners against reported expenditures, following up as needed.
- Ensure that financial monitoring and spot check visits to partner offices is conducted according to DCA requirements and standards.
- Ensure monitoring visit plans are drafted and submitted ahead of partner visits and share monitoring visit reports and actions in a timely manner to partners and relevant DCA staff.

Financial Reporting:

- Ensure proactive communication with partners about the submission of their financial reports according to terms of their cooperation agreements.
- Verify partners' financial reports, transactions and supporting documentation,

Quality Assurance

- Quality assurance or prepare project budgets in relation to new proposals, for donors and partners, in collaboration with relevant DCA programme staff and implementing partners and ensure that requirements are met.
- Maintain an overview of the finance need for all partner projects and provide information to Head of Finance & Support Services (HoFSS)/Head of Program (HoP) in case of changes.
- Ensure appropriate communication with relevant DCA programme staff and implementing partners for finance inputs to new proposals.

Audit & administration

- Participate in Partner audits and ensure all grants are audited as per the donors' rules and regulations.
- Conduct pre-audit review meetings and support partners to ensure DCA-funded projects are audit 'ready'.
- Ensure that any actions or recommendations included in management letters resulting from any audits are followed up by partners and reconciled.
- Ensure compliance with donor regulations, DCA rules and local government regulations.
- Prepare asset handover notes at the end of the project period.

Required Education and Experience

Education:

- The ideal candidate should be a holder of a degree in Statistics, Business Administration, Finance or Accounting or related degree.
- Professional qualifications in Accounting (CPA or ACCA)

Experience:

The ideal candidate should:

- Excellent communication skills.
- Proficiency in Microsoft Office (Word, Excel, PowerPoint)
- Experience working with Automated accounting and Finance Software
- Must be able to maintain highest level of confidentiality regarding work-related information and data

- Excellent financial and analytical skills
- Strong interpersonal skills.
- Self-motivation, creativity and an ability to perform with minimal supervision.
- Proficiency in spoken and written English and Swahili.
- Strong commitment to learning and professional development.
- Integrity, confidentiality, and respect for humanitarian principles.
- Team player with good organizational and time management skills.
- Adaptability, flexibility, and willingness to undertake field work.
- At least 6 months of professional experience in finance/ accounting / audit and compliance, preferably with INGOs is an added advantage

About DCA

DanChurchAid (DCA) Kenya is working in Turkana, West Pokot, Baringo, Elgeyo Marakwet, Nyandarua, Nakuru, Kilifi and Nairobi counties with refugees and local communities to enhance peace, livelihoods, and resilience. DCA implements projects directly as well as through local partner organizations. For more information on DCA, please visit <https://www.danchurchaid.org/>

How to Apply

Apply online through: <https://dca.career.emply.com/en/national-positions>

Any published closing dates are estimated. We aim to fill this vacancy as quickly as possible. This means that we will close adverts as soon as we have found the right candidate, and this may be before the published closing date. We would therefore advise interested applicants to apply as early as possible.

The deadline for applications is at **COB 4th January 2026**

Only online applications will be accepted.

Only short-listed candidates will be contacted.

All interested candidates irrespective of age, gender, race, religion, sexual orientation, abilities or ethnic affiliation are encouraged to apply for the vacancy. DCA conducts an anti-terror check as part of the recruitment process. It is a prerequisite that you can pass this check and maintain this status throughout your employment with us. Everyone applying for a job with DCA must be ready to comply with our Staff Policy on Prevention of Sexual Exploitation, Abuse and Harassment and our Child Safeguarding Policy.