



You've done it, you've finally left school. It's time to say goodbye to exams, farewell to last-minute essay writing and good riddance to friends you've secretly hated the whole time. What now? With so many options to choose from out there, we know it can be hard to know where to start.

If you are looking to start a career in the audit and accounting profession, then working as a graduate trainee / intern will get you involved in all aspects of accounting and audit. We will teach you everything you need to know... you could be referred to as a audit intern, audit assistant or graduate trainee in this role. And there are many opportunities available to you, including the chance to progress to a more senior role in the future.

CEZAM (www.czmkenya.com) is a member firm of HLB International, a global network of professional accounting firms and business advisers. HLB International through its global network serves clients in 110 countries supported by more than 14,000 professionals in over offices worldwide.

We are seeking dynamic and self driven individuals to apply for the following positions:

Accounting and audit interns

The interns shall report to the audit managers and will handle a wide range of clerical and administrative duties:

- Assist with month-end financial reports
- Data entry, word processing and professional communication with clients and staff
- Help with accounts receivable, payable and bank statement reconciliations
- Assist with audits
- Work with the accounting team on preparing management accounts
- Attend physical inventory counts
- Support the payment processing team
- Performs other related duties as assigned.

Requirements

To be a good intern, you must:

- Hold a Business, Finance, Economics or Accounting major
- Be able to gain people's confidence and put them at ease
- Be persuasive, persistent and patient
- Look smart
- Be able to cope with pressure
- Be flexible and adaptable
- Have a mature personality
- Have good organisational and administrative skills
- Have the ability to prioritise
- proficient in Microsoft Office applications
- Be able to work to deadlines

Interested candidates who meet the above requirements are requested to send their applications to nelly.mutinda@czmkenya.com

