



Strategic Community Development Organization (SCDO)

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Strategic Community Development

VACANCY ANNOUNCEMENT

Finance Intern

Location: Mombasa, Kenya

Organization: Strategic Community Development Organization (SCDO)

Duration: 6 Months (with the possibility of extension based on performance and organizational needs)

About Strategic Community Development Organization (SCDO)

The Strategic Community Development Organization (SCDO) is a CBO (Community Based Organization). It is established by the members to empower Women, Youth, and Children to take appropriate action in their own development in the community. The organization will provide leadership, and empowerment and enhance strategic development to the people of Mombasa and Kilifi County at large; by empowering Youth and young women to take up leadership and governance roles and positive parenting, redirecting the youth agenda, and providing a forum of dialogue, development as well as working in the schools and communities on identifying and enhancing child rights and child protection especially in combating sexual exploitation of children and trafficking. SCDO will organize different projects that touch on women, youth, and children and offer consultancy services in all our key strategic areas.

We are seeking a highly motivated, organized, and enthusiastic **Finance Intern** to join our team and gain practical experience in financial management within the nonprofit sector.

Position Summary

The Finance Intern will support the Finance and Administration Department in maintaining accurate financial records, processing financial transactions, and ensuring compliance with organizational financial policies and donor requirements. This position offers an excellent opportunity for recent graduates to develop practical skills in NGO financial management.

Key Responsibilities

- Assist in processing payment vouchers, petty cash transactions, and supplier payments.
- Support the maintenance of accurate financial records and filing systems.
- Enter financial data into accounting systems and Microsoft Excel.
- Assist in preparing bank reconciliations and monitoring cash balances.

- Support the preparation of financial reports and audit documentation.
- Assist in tracking project expenditures and budget utilization.
- Support procurement documentation and asset register updates.
- Ensure proper filing and safekeeping of finance documents.
- Carry out any other finance and administrative duties assigned by the Finance Officer or Executive Director.

Qualifications and Competencies

Applicants should possess:

- A Diploma or Bachelor's Degree in Accounting, Finance, Commerce, Business Administration (Finance Option), or a related field.
- CPA Part II or ongoing CPA studies will be an added advantage.
- Proficiency in Microsoft Office applications, particularly Excel.
- **Knowledge on the use of QuickBooks accounting software**
- Strong numerical, analytical, and organizational skills.
- Excellent communication and interpersonal skills.
- High level of integrity, confidentiality, and attention to detail.
- Ability to work effectively in a team and meet deadlines.
- Demonstrated willingness to learn and contribute to community development initiatives.

What SCDO Offers

- Practical hands-on experience in nonprofit financial management.
- Mentorship and professional development from experienced staff.
- Exposure to donor-funded project finance and compliance procedures.
- A supportive and dynamic working environment committed to learning and professional growth.

How to Apply

Interested and qualified candidates should submit:

- A cover letter;
- An updated Curriculum Vitae (CV); and
- Copies of relevant academic and professional certificates.

Applications should be sent to **strategiccommunity@gmail.com** with the subject line:

Finance Intern Application – SCDO

Application Deadline: 13th July 2026

Only shortlisted candidates will be contacted.

Strategic Community Development Organization (SCDO) is an equal opportunity employer. We encourage applications from qualified women, youth, and persons with disabilities. SCDO is committed to safeguarding children and vulnerable adults, and successful candidates will be expected to uphold the organization's safeguarding and protection policies.