



Internship Opportunity – Finance
Location: Nairobi, Kenya
Job Reference: INT/FIN/KE/11/2025

AGRA and its Work

AGRA is an African-led institution that actively supports the drive towards inclusive agricultural transformation and sustainable food systems. We do this by empowering the continent's 33 million smallholder farming households to transform their agriculture from a struggle to survive to profitable businesses. The continent's farmers regularly face challenges, and we aspire to provide uniquely African solutions that respond to their agricultural and environmental challenges, leading to increased harvests for reduced hunger and more income.

Working in alignment with the development priorities of our focus countries, we enable farmers to access improved and high-yielding seeds, gain knowledge on sustainable farming, and linkages to profitable markets. In our work, we aspire to build the alliances, partnerships, and networks required to drive an inclusive agricultural transformation. We work with our partners to create an equitable youth-friendly environment that harnesses the youth dividend on the continent to drive growth and facilitate open employment opportunities for young women and men. We achieve our key objectives through a focus on the following four areas of intervention:

1. Policy and state capability - We support governments in creating an enabling environment for private sector involvement in agricultural transformation.
2. Seed systems – We trigger higher productivity by increasing the availability and access to improved seeds by farmers allowing them to increase their harvests for food security and better incomes.
3. Sustainable farming – We support farmers in building resilient farming systems for sustained high yields through interventions such as mechanization and irrigation.
4. Inclusive markets and trade – We work to increase the linkages between farmers, and other market actors for a positive, sustained cycle of commercialization and reinvestment.

Implementing Our New Strategy Through People

People are the heart of our organization and remain the true drivers of our delivery and our impact.

We work with incredible people and partners who have roots in farming communities across the continent combined with an inclusive and diverse workforce from over 24 nationalities. Our commitment to a call to action goes beyond ourselves as we arise to catalyze African Food Systems transformation by being *Deeply collaborative, Executing Excellently, Sincerely Constructive and Increasingly Entrepreneurial* aligned with our values of (I-RISE; Integrity, Respect, Innovation, Stewardship and Equity).

We are looking for people who are passionate about Africa to join our innovative, growing, and multidisciplinary team. Together, we can grow Africa's food systems improving the livelihoods of smallholder farmers. Want to join us?

The Position

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The intern will be exposed to a professional environment where they will learn and contribute to the smooth functioning of accounting duties and will play a key role in managing and maintaining the organization's payable and receivables process. This role offers a valuable opportunity for recent graduates to gain hands-on experience in a dynamic development organization.

Key Duties and Responsibilities:

- Regularly update the VAT tracking system and circulate reports highlighting key opportunities and risks for discussion.
- Process travel and petty cash advance requests, ensuring employees receive their advances at least 24 hours before departure.
- Ensure that petty cash receipts and advances processed through the banking system are accurately recorded and posted.
- Verify that information entered in Travel Expense Claim Forms (TECs) within the travel module aligns with the data in Oracle.
- Organize document scanning, filing, and labeling to ensure accurate retrieval, proper filing, and maintain a positive audit rating for the Finance department.
- Support the Associate Finance Officer (AFO) in reviewing TECs and ensuring all necessary supporting documents are provided before processing.
- Receive supplier's invoices via the designated channels, staff claims and grants and check for completeness and accuracy, ensure all necessary support documents are attached.
- Tracking invoices and grants requests by logging into invoices status tracker and circulate the tracker.
- Ensure that vendor invoices are scanned and attached to the accruals in Oracle Fusion while processing in the system.
- Ensure accuracy in data entry and payment analysis subject to tax.
- Ensure journals, grants and invoice postings are done with the provided dimensions and fund to charge.
- Processes payments, wire transfers, and ensure they are complete and accurate and that funds have reached the designated recipients.
- Verifies that all payments have adequate supporting documents and that all necessary authorizations have been obtained for all payments.
- Enters and maintains all payment transactions into Oracle Fusion in a timely and accurate manner within the set TAT's.
- Receive supplier's credit notes arising from VAT exemption certificate, check for completeness and accuracy. Ensure all necessary support documents are attached. Analyze and capture accurately in the system and circulate for approval.
- Ensure that vendor credit notes are scanned and attached during booking of a transaction in Oracle.
- Process accurately all dummy payments and clear open WHT invoices and credit notes
- Continuous supplier reconciliation: Have an action plan to ensure all suppliers accounts are reconciled and reconciling differences identified.
- Provide feedback on any queries that may arise from the internal and external stakeholders.
- Reconciliation of the Airtel and Safaricom VAT exemptions against what is booked in Oracle.



Key Qualifications required:

- A recent graduate or final-year student pursuing accounting or finance, or related field.
- Basic understanding of financial management and reporting practices.
- Good organizational, time management, and communication skills.
- Proficiency in Microsoft Office (Word, Excel, PowerPoint).
- Strong attention to detail and willingness to learn.
- Ability to maintain confidentiality and work in a multicultural, fast-paced environment

If you believe you are the right person for this internship, kindly submit your application with a detailed CV (including your e-mail and telephone contacts) to recruit@agra.org. Please quote the job reference number **INT/FIN/KE/11/2025** in the subject line of the application e-mail.

Applications must be received on or before 1st December 2025. Only short-listed candidate will be contacted.

For more information on the AGRA, visit www.agra.org.

AGRA is an Equal Opportunity Employer