



TECHNICAL UNIVERSITY OF MOMBASA ENTERPRISES LIMITED (TUMEL)

INTERNSHIP PROGRAM

The objective of the Technical University of Mombasa Enterprises Limited (TUMEL) Internship Program is to provide young adults with the opportunity to gain skills that can be applied to future jobs, obtain real workplace experience, and build a professional network among others.

S/N	Position	Vacancy No.	No. of Posts
1	Internship Program - Finance	TUMEL/HR&ADM/FIN./INTERN/17/09/2024	1

Reporting to Finance Officer

The Intern is responsible for supporting the Finance department and coordinating the day-to-day procurement operations. The ideal candidate should not have benefited from a similar internship program or been exposed to work experience related to their area of study since graduating.

Key Responsibilities:

- Update financial spreadsheets with daily transactions
- Prepare balance sheets
- Track and reconcile bank statements
- Create cost analysis reports (fixed and variable costs)
- Contribute to the preparation and processing of monthly accounts
- Receive invoices, ensure they have proper supporting documentation and record them in the system.
- Record all payments and receipts in ledgers.
- Prepare vouchers for approved payments.
- Facilitate release of cheques to customers and dispatch of payroll.
- Maintain the accounting registry.
- Responsible for petty cash and impress management including maintenance of petty cash records
- Ensure accurate and timely computation and remittance of statutory requirements.
- Prepare weekly and monthly reports on payables and expenses.
- Process tax payments
- Support monthly payroll and keep organized records

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- Record accounts payable and accounts receivable
- Process invoices and follow up with clients, suppliers and partners as needed
- Provide administrative support during budget preparation
- Participate in quarterly and annual audits
- Carry out other duties and responsibilities as may be assigned from time to time by your immediate supervisor or other persons in authority.

Professional Requirements and Eligibility

- Must possess a Degree/Diploma in Finance/Accounting or Economics or equivalent from a recognized University
- Advanced MS Excel skills
- Be a Kenyan citizen not over the age of 35 years
- Be an unemployed graduate from a recognized training institution who has completed a relevant diploma/degree course in the last 24 months or less.
- Not have exited from formal employment.

Personal Attributes

- Highest Integrity
- Ability to get on well with a diverse workforce
- Good Knowledge in the professional field of specialization
- Good communication skills
- Ability to take instructions

Skills & Attitudes

- Good knowledge of the Employment Laws of Kenya
- Planning, organizing and coordinating skills
- Good communication & negotiation skills
- Team works and people management skills
- Report writing skills
- Ethics and Integrity

TUMEL Grade	Consolidated Salary Range	Contract Duration
4	10,000/-	1-year non-renewable

NOTE:

- If you are successful and required to take up the position, it will be mandatory for you to provide Chapter Six requirements for you to be employed.
- Only shortlisted and successful candidates shall be contacted. Any form of canvassing either directly or indirectly shall lead to automatic disqualification.
- The Company **WILL NOT** offer employment after completion of the internship Program.

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How to Apply

Application letters accompanied by copies of a National Identity Card, a CV, relevant certificates, and testimonials may be submitted in soft copy to email: applications@tumel.co.ke or in hard copy and submitted to the office of the **Human Resource and Administrative Officer not later than 30th September 2024 by 5:00 pm.**

The Application should be addressed to:

**The Human Resources and Administrative Officer
Technical University of Mombasa Enterprises Limited (TUMEL)
P.O BOX 90420 - 80100
Mombasa.**

TUMEL is an equal opportunity employer and is committed to diversity and gender equality. Women, marginalized, and minority groups are encouraged to apply.

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