

## Accounting Intern (Global Procurement and Finance Management)

### Description

Africa Clinical Research Management (ACE Research) seeks highly motivated, team-oriented and flexible individual to work within an exciting, fast-paced and dynamic Clinical Research environment. This is a six month internship opportunity with possibility of transition to a longer term contractual engagement subject to performance appraisal. The Internship will allow the individual to work and gain experience in diverse Accounting areas including Account Payables, Account Receivables, Project Budgeting, Monitoring, Financial Analysis; Cash forecasting and Treasury management among others. These roles are responsible for maintaining accurate financial records for various projects, producing monthly Management Accounts in a timely manner and providing sound financial analysis and guidance for strategic planning.

The successful applicant will join the Finance department as Intern Corporate Accountant responsible for Procurement and Finance Management covering multiple projects in a wide portfolio of our research projects. You will act as the bridge between the operational departments of the business and the Finance/Senior Management teams.

### Key responsibilities

- Liaising with project and account managers to gather financial information for budget formulation and monitoring.
- Processing of accounting transactions in QuickBooks in compliance with organization financial SOPs.
- Providing the project and account managers with support and advice in financial matters.
- Prepare and update the project cash forecasts to ensure sufficient funds are available for operations.
- Providing analysis on monthly variances to forecast/budget
- Reporting to senior management on the financial status of the company's operations
- Processing client invoices and credit notes as per guidelines
- Processing vendor payments
- Other ad-hoc activities as required.

### Minimum Requirements

- Must be a qualified / part qualified accountant (CPA II or ACCA II).
- Experience working with QuickBooks will be an added advantage
- Experience with project accounting and project life cycles.
- Strong MS Excel skills

Due to the nature of the role, excellent interpersonal and communication skills are essential as you will be required to work closely with people from different countries, cultures and backgrounds.

All applications should be through our careers e-mail portal at [careers@aceresearchafrica.com](mailto:careers@aceresearchafrica.com) on or before the 28<sup>th</sup> of July 2017.

[www.aceresearchafrica.com](http://www.aceresearchafrica.com)

**Advancing Global Health Research**

