



Graduate Trainee – Finance & Administration

Position: Graduate Trainee – Finance & Administration

Location: Onsite

Duration: [6–12 months]

Reporting to: Community Engagement Officer

Objective:

To provide practical support in Finance, Logistics, and Administration while gaining comprehensive exposure to nonprofit operations, project management, and resource coordination.

Key Responsibilities:

- Assist in financial management activities including recording transactions, processing invoices, tracking expenditures, and preparing financial reports.
- Support budgeting and financial planning processes for programs and organizational operations.
- Assist with procurement of goods and services, ensuring adherence to organizational policies and cost-effectiveness.
- Monitor inventory levels, coordinate supply deliveries, and manage logistics for events and field activities.
- Provide administrative support including document management, filing, scheduling meetings, and correspondence.
- Assist in the preparation of presentations, reports, and summaries for internal and external stakeholders.
- Participate in training sessions, workshops, and learning initiatives to develop professional and technical competencies.
- Support compliance with organizational policies, procedures, and donor requirements.

Required Skills & Competencies:

- First Degree in any discipline (First Class or Second Class Upper).
- 0–1 year of relevant work experience.
- Strong organizational, analytical, and problem-solving skills.
- Proficiency in Microsoft Office Suite (Excel, Word, PowerPoint) and basic financial systems.

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- Good communication and interpersonal skills.
- High level of integrity, professionalism, and accountability.
- Ability to work independently and collaboratively in a team environment.

Learning Opportunities:

- Hands-on exposure to nonprofit financial management, logistics, and administrative operations.
- Mentorship and guidance from experienced professionals.
- Experience in project coordination and reporting.
- Networking opportunities within the nonprofit sector.

Application:

Send CV and cover letter to **info@jonicafoundation.org** by **10th February 2026**. Only shortlisted candidates will be contacted.

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