

Ndonyo Healthcare is a private hospital based in Naivasha town. We currently have branches at Gilgil, Kwa Muhia off Moi Southlake Rd Naivasha and Naivasha Town

We are currently looking for a qualified and dedicated candidate to fill the following position;

JOB TITLE: ACCOUNTS INTERN

Key Responsibilities:

1. Posting of daily transactions.
2. Assist in the verification of physical accounts documents.
3. Assisting with research, filing, data entry, and recording and maintaining accurate and complete financial records.
4. Assist in the preparation of financial reports.
5. Handling sensitive and confidential accounting information with honesty and integrity.
6. Assist in all the accounts reconciliations.
7. Perform any other duty assigned.

Job Qualifications & Skills

1. A Business-related course with a major in Finance or Accounting.
2. CPA will be added advantage.
3. Knowledge of basic computer applications and accounting packages.
4. Must possess high integrity standards.
5. Must be detail-oriented and ready to learn.

Application Instructions

1. Interested candidates to email their cover letter and detailed curriculum vitae **ONLY**; including names and contacts of three references, to (recruitment@nhcmaisha.co.ke) on or before **19th January, 2024**.
2. The email subject line **MUST** include title and Location of the position being applied for e.g., “Branch Administrator- Gilgil

“NHC Maisha is an equal opportunity employer”

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