**Who we are:**

Bonte Limited is a fast growing, multi-award winning film, video production, photography and creative services company committed to delivering innovation and excellence. We offer comprehensive video production and photography services designed to make the process efficient from concept to duplication.

**Objective of the Internship:**

The objective of the internship is to provide the successful candidate(s) with an opportunity gain and develop on-the-job experience, expand knowledge, refine career goals and build professional network, mentors and contacts.

**Responsibilities of the Administration and Accounts Intern:**

* Petty cash management;
* Front office management;
* Support in management of financial transactions, prepare supporting/source documents;
* Preparation of bank reconciliations, journal and ledger entries;
* To manage accounts payables on time & with efficiency;
* Manage the company’s programs budgets; funding and accounts receivables;
* Detailed recordkeeping on accounting software & physical filling;
* Develop financial reporting skills and prepare monthly financial accounts; and
* To work closely with business development team and avail strategic support.

**Qualifications:**

* A first or currently working towards a first degree from a recognized university in the following disciplines: Business Administration, Accounting, Finance, Management Sciences or related discipline;
* Completed professional accounting papers: CPA Section 4/ ACCA Part 3 or an equivalent;
* Understanding of financial reports and general ledger reconciliations is necessary;
* Minimum of a C+ in the KCSE;
* Computer literacy is compulsory with good knowledge of an applied information system for accounting;

**Personal attributes:**

* Very attentive to details, proactive, results oriented;
* Willing to go the extra mile, goal oriented, dynamic and passionate;
* Possess excellent communication and interpersonal skills;
* Ability to work with minimum supervision and a self -starter;
* Open minded and be willing to face a new challenge every day;
* Should possess interpersonal and communication skills with an excellent command of the English language;
* Must be a team player and have the ability to solve problems; maintain relationships with supervisors, colleagues and partners;
* A person of integrity;
* A well rounded individual; and
* Should possess strong analytical skills.

**Job Timing:**

* + Period of 3- 6 Months
* Schedule: Part-time (Minimum of 32 hours per week)

If you feel that you are the right candidate for the job, please send us the following documents to [info@bontemedia.com](mailto:info@bontemedia.com):

* Current C.V. – not more than 3 pages;
* Scanned copies of your education certificates; and
* A cover page/ application letter.

**Deadline for applications is 2nd of December, 2016.**

**Only successful candidates shall be contacted!**

*Bonte Limited is an equal opportunity employer; all suitable candidates are encouraged to apply.*