



## INTERNSHIP OPPORTUNITY

Job Title: **Accounts Intern**

Reporting to: **Accounts Team**

### Job Summary

The job holder is responsible for day-to-day assistance to the Accounts Department

### Job Description

The assignments in the above position involve and include but not limited to: -

- Performance of monthly bank reconciliation.
- Ageing of supplier payments
- Assist in VAT analysis
- Assist in QuickBooks entries
- Verification of Supplier documents

### Job Requirements & Key competencies

- A minimum of **CPA Part 2**
- Excellent computer skills
- Good knowledge of the real estate industry
- Excellent communication skills
- Strong organizational and planning skills with the ability to prioritize
- Strong strategic, analytical, diagnostic, and problem-solving skills
- Integrity and honesty
- Ability to build and maintain strong relationships with third parties and staff

### How to Apply

Interested candidates are requested to email their application letter and detailed curriculum vitae with the position title (**Accounts Intern**) on the subject line, including names and contacts of three references to **jobs@nwrealite.co.ke** on or before **Tuesday, 20<sup>th</sup> January 2026**

Canvassing of any nature will lead to automatic disqualification. Only shortlisted candidates will be contacted. Applications are considered on a rolling basis.

Please note that NW Realite Ltd does not charge any fee at any stage of the recruitment process.

**“NW REALITE LTD IS AN EQUAL OPPORTUNITY EMPLOYER**