



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, 20th 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"