



# ALL AFRICA CONFERENCE OF CHURCHES (AACC) CONFERENCE DES EGLISES DE TOUTE L'AFRIQUE (CETA)

AACC-CETA

General Secretariat (HQ): P. O. Box 14205, 00800 Westlands, Nairobi, Kenya  
Tel: +254 724 253 354, + 254 20 4441483 • E-mail: [secretariat@aacc-ceta.org](mailto:secretariat@aacc-ceta.org) • Website: [www.aacc-ceta.org](http://www.aacc-ceta.org)

24<sup>th</sup> June 2021

## **ALL AFRICA CONFERENCE OF CHURCHES (AACC) – INTERNSHIP ANNOUNCEMENT** **POSITION: ACCOUNTS INTERN**

**Background:** The AACC is a fellowship of 204 Member Churches and Christian Councils in 43 African countries. The organization has its Secretariat in Nairobi, Kenya, a Regional Office in Lome, Togo and a Liaison Office to the African Union in Addis Ababa, Ethiopia.

### **REPORTING TO: ACCOUNTANTS**

#### **A. RESPONSIBILITIES:**

Provide support to, and as instructed by Accounts Office, including but not limited to:

1. Book keeping.
2. Effective payment and receipts.
3. Preparing reports.

#### **B. REQUIREMENTS:**

1. Minimum of a first degree in Accounting, Bachelor of Commerce or related field.
2. Active participation as a member in good standing of AACC member church.
3. Proficiency in accounting software.
4. Proficiency in English.
5. Must have knowledge in use of MS Office packages including advanced word, Power Point, and Excel.

**C. WORK STATION:** AACC Secretariat, Nairobi - Kenya.

**D. START DATE:** 1<sup>st</sup> August 2021 to 31<sup>st</sup> January 2022.

**E. DURATION OF INTERNSHIP:** Six (6) Months.

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PRESIDENT: Rt. Rev. Arnold C. Temple • GENERAL SECRETARY: Rev. Dr. Fidon Mwombeki

#### **SUB-OFFICES**

African Union Liaison Office: Nifasilk Lafto Sub City, Woreda 03, Addis Ababa, Ethiopia • TEL: +251 11 385 10 08 / + 251 11 385 10 95  
E-mail: [aaccoffice.au@aacc-ceta.org](mailto:aaccoffice.au@aacc-ceta.org)

Bureau Régional: 01 B.P. 2268 - Lomé 01, 1235, Rue de la Paix Bè-Château - Lomé-Togo • Tel: +228 22 21 59 24  
Email: [bureauregional@ceta-aacc.org](mailto:bureauregional@ceta-aacc.org)



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## F. APPLICATION:

1) Applications should be accompanied by:

- i. A Cover Letter.
- ii. Detailed Curriculum Vitae including Names and Addresses of 3 (three) referees.
- iii. Certified copies of both academic and professional qualifications.

2) Interested candidates who meet the above criteria should send their applications to:

**THE GENERAL SECRETARY  
ALL AFRICA CONFERENCE OF CHURCHES  
P.O BOX 14205 – 00800 WESTLANDS,  
NAIROBI KENYA  
Or email to: [admin@aacc-ceta.org](mailto:admin@aacc-ceta.org)**

## G. SUBMISSION:

**The deadline for submission is 15<sup>th</sup> July, 2021.**

Only short-listed applicants meeting the above requirements will be contacted.

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