



Internship Opportunity – Finance
Location: Nairobi, Kenya
Job Reference: INT/FN/KE/05/2026

AGRA and its Work

AGRA is an African-led institution that actively supports the drive towards inclusive agricultural transformation and sustainable food systems. We do this by empowering the continent's 33 million smallholder farming households to transform their agriculture from a struggle to survive to profitable businesses. The continent's farmers regularly face challenges, and we aspire to provide uniquely African solutions that respond to their agricultural and environmental challenges, leading to increased harvests for reduced hunger and more income.

Working in alignment with the development priorities of our focus countries, we enable farmers to access improved and high-yielding seeds, gain knowledge on sustainable farming, and linkages to profitable markets.

In our work, we aspire to build the alliances, partnerships, and networks required to drive an inclusive agricultural transformation. We work with our partners to create an equitable youth-friendly environment that harnesses the youth dividend on the continent to drive growth and facilitate open employment opportunities for young women and men. We achieve our key objectives through a focus on the following four areas of intervention:

1. Policy and state capability - We support governments in creating an enabling environment for private sector involvement in agricultural transformation.
2. Seed systems – We trigger higher productivity by increasing the availability and access to improved seeds by farmers allowing them to increase their harvests for food security and better incomes.
3. Sustainable farming – We support farmers in building resilient farming systems for sustained high yields through interventions such as mechanization and irrigation.
4. Inclusive markets and trade – We work to increase the linkages between farmers, and other market actors for a positive, sustained cycle of commercialization and reinvestment.

Implementing Our New Strategy Through People

People are the heart of our organization and remain the true drivers of our delivery and our impact.

We work with incredible people and partners who have roots in farming communities across the continent combined with an inclusive and diverse workforce from over 24 nationalities. Our commitment to a call to action goes beyond ourselves as we arise to catalyze African Food Systems transformation by being *Deeply collaborative, Executing Excellently, Sincerely Constructive, and Increasingly Entrepreneurial* aligned with our values of (I-RISE; Integrity, Respect, Innovation, Stewardship and Equity).

We are looking for people who are passionate about Africa to join our innovative, growing, and multidisciplinary team. Together, we can grow Africa's food systems improving the livelihoods of smallholder farmers. Want to join us?



The Position

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The intern will provide dedicated operational support to the Program Finance team in the verification, sorting, and submission of supporting documentation under the YEFFA program. The role is designed to help the team sustain compliance with donor requirements, particularly the Mastercard Foundation's requirement that a minimum of 95% of all expenditures be fully supported and approved prior to disbursement.

The intern will support the Program Finance team in reviewing and verifying AGRA supporting documentation across multi-country and continental portfolios. Responsibilities include sorting, organizing and indexing documentation, conducting preliminary completeness checks, tracking, and following up on missing documents with country teams, and supporting timely first-submission and resubmission of documentation to donors. The scope is operational in nature and excludes exposure to sensitive financial decisions or confidential data beyond what is necessary to perform assigned tasks.

Key Duties and Responsibilities:

- Sort, organize and index supporting documentation received from country teams and grantees to ensure that records are easily traceable and retrieval-ready for review and audit purposes.
- Conduct preliminary completeness checks on submitted supporting documents against donor and internal compliance checklists, flagging gaps or anomalies to the responsible Program Finance Officer for action.
- Maintain an up-to-date tracker of documentation status by country, partner, and submission cycle, and proactively follow up with country teams to obtain missing or corrected documents within agreed turnaround times.
- Support timely first-submission and resubmission of supporting documentation to donors, including assembling submission packs, ensuring naming and labelling conventions are met, and contributing to the achievement of the 95% approved-expenditure threshold.
- Coordinate with the records management team to organize scanning, filing, and labelling of YEFFA supporting documentation, ensuring accurate retrieval, proper archival and a positive audit rating for the Program Finance function.
- Support Program Finance Officers in donor resubmission and compliance rectification processes, including drafting follow-up emails to country teams and submitters to expedite the closure of outstanding documentation queries.

Key Qualifications required:

- A recent graduate or final-year student pursuing accounting or finance, or related field.
- Basic understanding of financial management and reporting practices.



- Good organizational, time management, and communication skills.
- Proficiency in Microsoft Office (Word, Excel, PowerPoint).
- Strong attention to detail and willingness to learn.
- Ability to maintain confidentiality and work in a multicultural, fast-paced environment.

If you believe you are the right person for this internship, kindly submit:

- A cover letter expressing interest in the internship.
- An updated curriculum vitae (CV).
- Copies of relevant academic certificates or transcripts.
- Contact details for referees, if requested.

Send to <https://ekjd.fa.em2.oraclecloud.com/hcmUI/CandidateExperience/en/sites/CX/jobs>.

Applications must be received on or before 5th June 2026. Only short-listed candidates will be contacted.

For more information on the AGRA, visit www.agra.org.

AGRA is an Equal Opportunity Employer