



FINANCE OFFICER

Duration of Contract: 1 year

Reports to: Finance and Administration Manager

Ref No: 019/2017

Position summary: Assisting the daily financial running of the organization

Key Responsibilities

Finance assistance Role

- Ensure accounting for all grants and in accordance with the donor grant agreement(s).
- Prepare monthly electronic and paper reports on expenditures against the project budget(s) for onward submission to relevant officers.
- Ensure compliance to all Grant agreements.
- Ensure compliance to all legal aspects of the donor grant agreements.
- On the basis of internal cash available and planned expenditure, send monthly requests for cash as well as paper version of payroll to the FAM and the Human Resource Officer
- Plan and update the budget tracker on a fortnightly basis for the duration of each programme/Grant
- Supporting the FAM in monitoring and reporting to donors.
- Assist with the preparation of the Audits required by donors and ensure annual organizational audit is carried out.
- Maintain the organizational accountability system
- Monitoring monthly and annual closing accounts.
- Provide monthly donor financial report FAM

Required Skills and Qualifications

A bachelor's degree in Finance/Business Administration with additional professional qualification (CPA)

- At least 5 years of finance and accounting experience in a similar post;
- Knowledge of Microsoft Office software. Sage pastels System accounting is an added advantage;
- Ability to work independently in a rapidly changing professional environment with a view towards establishing administrative procedures and protocol that will ensure optimal functioning of the operation;
- Excellent interpersonal, organizational, and time management skills;

- Ability to work in and as a team.
- Punctuality, intellectual curiosity, willingness to take initiative, multi-tasking, and willingness to work under pressure to meet deadlines.
- Fluency in written and spoken English.