



JOB DESCRIPTION

Job Title: Finance Officer
Location: Dagoretti, Nairobi
Responsible To: Director, KARIKA

Relations with Others: Close working relationship with programme and administration staff in providing financial services and support.

Purpose: Responsible for performing day to day financial accounting tasks including, processing payments, filing and document retrieval, providing data for report preparation and data input for support in budgeting, financial accounting and reporting of assigned grants.

Responsibilities:

- Prepare cheque payments for review by the KARIKA management in compliance with financial and donor policies and regulations and with correct coding.
- Petty cash management and custody
- Preparation and prompt settlement of statutory and other payroll deductions i.e. PAYE, NSSF, NHIF, Withholding tax, HELB, Co-operative contributions, Pension etc.
- Preparation of the KARIKA's monthly accounts for review by management.
- Cash flow management and bank reconciliation of KARIKA's accounts,
- Reviewing Travel Expense Reports (TERs) for approval by Line Managers
- Ensuring proper book of accounts are kept and maintaining a sound archiving (filing and retrieval) system
- Preparation of various supporting schedules to the financial statements to facilitate annual audit
- Preparations of year end accruals and monthly reconciliation of the accruals and make journals where necessary
- Preparation of the payroll journal and monthly reconciliation of the payroll control code
- Any other duty assigned by management

Grants and Contracts Management

Working closely with the management of KARIKA;

- Periodically support for review KARIKA's financial and administrative policies and procedures, identify shortcomings and train partners in such areas.
- Prepare and submit to KARIKA management interim and final donor financial reports for review, at least one week before the due date
- Prepare and circulate monthly monitoring (expense vs .budget) report to KARIKA management as per the set deadlines for assigned project codes
- Promptly follow-up and make adjustments to monthly and interim donor reports based on feedback from the program managers.
- Discuss project performance with KARIKA management on a monthly basis
- Review monthly donor reports with KARIKA management and point out areas with financial risks in line with donor conditions for the managers to take proactive corrective action.

Budgeting; Assist KARIKA management in budget phasing and budget realignment

Professional Requirements:

Essential:

- A Diploma/Bachelor's degree in accounting and a CPA II or equivalent professional level.
- Minimum of two-years work experience preferably in an NGO setting managing donor funds.
- Good working knowledge with financial systems and computer packages including word processing, spreadsheets, power point and other standard accounting systems and packages.

Knowledge/Skills:

- Strong analytical and problem-solving skills
- Strong interpersonal and communication skills.
- Pay attention to detail and firm
- Proactive, reliable and team player
- Able to work with minimum supervision
- Stress tolerant
- Ability to work in a multi-cultural set-up