

JOB ADVERT

Job Title: Administrative and Finance Officer

Industry: International Co-operative Alliance- Africa

Location Duty Station: Nairobi

Reports To: Administrative and Finance Manager and Regional Director as it may be the case.

Remuneration: Negotiable

Qualifications & Requirements:

1. Degree or Diploma in Finance/Accounting from a recognized University with professional accounting certification, such as ACCA or CPA
2. At least 5 years' experience carrying out accounting functions in a busy office for Diploma and 3 years for Degree.
3. Working knowledge of computerized Accounting system
4. Able to work extra hours when deadlines have to be met.
5. Ability to carry out Financial Analysis, Financial projection and budgeting
6. Interpersonal/formal communication (oral and written) skills
7. Managerial skills
8. Planning and organizing skills/ quality orientation
9. The officer should be highly trusted and work with integrity.
10. Be proactive and with positive attitude.
11. Highly organized, flexible and service minded
12. Ability to work under pressure in a multicultural setting and meet tight schedule.
13. High efficiency with commonly used computer software applications
14. Working Knowledge of both English and French a must and other foreign languages desirable.

Responsibilities

Finance/accounting duties:

Financial reporting

- Preparation of financial statements & reports on regular basis and submission to Regional Director not later than 8th of every month
- Ensure compliance with existing accounting policies formulated by management and international standards accounting policies
- Submit to the Regional Director on a regular basis monthly work plans on specific tasks to be accomplished and provide weekly feedback for monitoring and evaluation as per set deadlines.
- Prepare financial and accountability reports for all projects not later than 8th of every month.
- Prepare scheduled reports at given frequency for Board of Management review on Projects, membership and cash flow position and projections and Budget status.
- Prepare ad-hoc reports as requested for by the Regional Director within set timelines

Audit co-ordination

- Co-ordinate the internal and external audit processes, ensuring document availability, information provision and support required.
- Ensuring implementation of audit recommendations within the agreed timelines

Financial transaction processing

- Ensures timely and accurate recording of transactions in the organization
- Verify that all updates on the cash book transactions are made correctly on a daily basis
- Posting journal vouchers and transactions into the accounting system
- Verify on daily basis that all organization's funds received have been banked intact, properly receipted and accurately recorded into the organization's accounting system
- Ensure that all organization's payments are duly authorized, approved and appropriately recorded.
- Update all registers and schedules on organizations assets.
- Ensures that all accounting documents are properly filed for reference
- Prepare on monthly basis a report on Budget Vs. Actual
- Prepare timely quarterly financial reports for submission to the head office as guided.

Payments

- Initiate all payments by preparing payment voucher for checking, approval and authorizations by the Finance Manager and Regional Director.
- Receive approved payment vouchers and ensure payments are made as per the approval received.
- Facilitate organization's payments by raising supporting vouchers and cheques after verification and approval
- Post all organization's payment and receipts transactions to the accounting system and ensure adequate documentation, authorization and approval.
- Remittance of Statutory deductions i.e. NHIF, NSSF and PAYE by 10th of every month
- Ensure a sound internal control system is in place to guard against accounting errors ascertains completeness in records and safeguard assets against avoidable losses.

Reconciliations:

- Prepare on a monthly basis Bank reconciliation by 10th of each month
- Reconcile on a monthly basis and compiling schedules of organization's Debtors and creditors accounts for third party transactions by latest 5th day of each month.
- Prepare Board reports making recommendations on financial implications on organizations business plans based on management report analysis on monthly and quarterly basis.
- Gives recommendation to management on the need to review the accounting systems in light of the relevant technological changes
- Monitor and report on the stability, capacity, reliability of the Accounting Software
- Any other duties as may be assigned from time to time by the Regional Director.

Administrative Duties:

1. Provide Secretarial and office management services including maintaining Regional Director's diary.
2. To maintain office records
3. To coordinate periodic personnel performance assessment/appraisal reports
4. To organize official meetings/conferences, workshops and seminars
5. To undertake all reception duties.
6. To maintain inventory, issue and distribute office supplies.

7. To assist in making travel arrangements, and hotel bookings/provision of hospitality.
8. Answering/screening telephone calls
9. Meeting and receiving guests
10. Supporting on documents reports and presentations
11. Organizing/ scheduling appointments

12. Managing office systems such as setting up and maintaining office filing and preparing meeting rooms etc.
13. To perform other duties as may be determined by the Regional Director./ her representative.

All Application should be submitted to ica@icaafrica.coop and copy to chiyoge.sifa@icaafrica.coop .

Application Deadline is June 30, 2019