



FINANCE ASSISTANT (Reporting) - KENYA

Terms of Reference

Overview

The Finance Assistant (Reporting) will play a critical role in supporting the Finance Officer in delivering timely and high-quality financial reports. The assistant will provide timely, accurate, and efficient accounting, budgeting, and preparation of donor financial reports, ensuring the effective utilization of donor funds allocated to the project. This role will also assist in maintaining accurate and ethical financial records, contributing to the overall financial integrity of the organization. This position is remote based, employed through Circle Group Limited.

Key Roles and Responsibilities

Financial Reporting

- **Support Review of Financial Reports:** Assist the Finance Officer in reviewing monthly financial reports submitted by partners, ensuring they are accurate and well-supported.
- **Budget Monitoring:** Aid in monitoring program budget performance, ensuring it aligns with expected ranges.
- **Donor Reports Preparation:** Assist the Finance Officer in preparing timely donor reports using the provided templates, ensuring every line item is fully supported.
- **Documentation:** Scan and compile receipts in accordance with financial reports, maintaining organized and accessible records.
- **Contract Management:** Help prepare consultancy and supplier contracts, including addendums, ensuring they are fully signed before purchases or services.
- **Budget Reconciliations:** Assist in preparing monthly budget line reconciliations and variance reports per partner.
- **Internal Controls:** Contribute to the strengthening of internal controls within the finance department.
- **E-filing:** Ensure proper electronic filing of all project payments and documents.
- **Compliance:** Assist in ensuring all expenditures and supporting documents comply with donor requirements.
- **Administrative Support:** Support the Finance Officer with other finance administrative tasks as assigned.



Requirements

- **Educational Background:** A University Degree in Finance/Accounting or a Business-related field from a recognized university.
- **Work Experience:** At least 1 year of experience in a finance and accounting role.
- **Technical Skills:** Proficiency in Microsoft Excel and Word.

Skills and Attributes

- **Attention to Detail:** Meticulous and thorough in managing financial reports and documentation.
- **Multitasking Ability:** Capable of handling multiple tasks simultaneously without compromising on quality.
- **Independence:** Able to work effectively with minimal supervision.
- **Deadline-Oriented:** Strong ability to meet critical deadlines consistently.
- **Problem Solving:** Proactive in identifying issues and providing effective solutions.
- **Organizational Skills:** Excellent organizational skills to manage financial documentation and reporting efficiently.
- **Communication Skills:** Strong verbal and written communication skills to interact with various stakeholders.
- **Team Player:** Dedicated to working collaboratively within a team environment.
- **Proactive and Results-Oriented:** Driven to achieve results and deliver high-quality service.

How to apply

If you are passionate about finance and committed to ensuring compliance and efficiency in financial reporting, we encourage you to apply [here](#).