



FINANCE OFFICER - KENYA

Terms of Reference

Overview

The Finance Officer will play a vital role in ensuring the financial sustainability and operational efficiency of our organization. This position is responsible for preparing payment vouchers, accurately posting journal entries, conducting monthly bank reconciliations, reviewing supplier documents, and managing petty cash. The Finance Officer will also assist with audit preparations, donor reporting, vendor payments, and procurement logistics. Working closely with the Finance Manager, this role demands meticulous attention to detail, strong organizational skills, and the ability to multitask and meet critical deadlines. The successful candidate will have a University Degree in Finance/Accounting or a Business-related field, a CPA II or equivalent professional qualification, and at least two years of relevant experience, preferably in a non-profit setting. Proficiency in accounting software and Microsoft Excel is essential. This is an excellent opportunity for a proactive and results-oriented individual to contribute to the financial health and success of our organization. This role is remote-based, employed through Circle Group Limited.

Key Responsibilities

Financial Reporting and Administration

- **Payment Processing:** Prepare payment vouchers for all received payments and ensure all supporting documents are complete and accurate.
- **Journal Entries:** Enter and post all journal entries in the accounting software accurately and timely.
- **Bank Reconciliations:** Perform and prepare monthly bank reconciliations promptly, ensuring all outstanding payments are addressed.
- **Reviewing Supplier Documents:** Review quotations and invoices submitted by suppliers to ensure accuracy and compliance.
- **Payment Requests:** Prepare weekly payment requests, ensuring timely processing.
- **Ledger Reconciliation:** Monthly reconciliation of ledger accounts and balance sheet items to ensure accuracy.
- **Field Advances:** Review staff field advances upon their return, ensuring all submitted documents are complete and accurate.



- **Audit Support:** Assist with audit preparation, reviews, and the implementation of audit recommendations as directed.
- **Transaction Support:** Ensure all transactions are adequately supported and documented before payment.
- **Petty Cash Management:** Manage and reconcile petty cash, ensuring accurate records are maintained.
- **Donor Reporting:** Assist in preparing donor reports, ensuring all reports are timely, accurate, and compliant with donor requirements.
- **Vendor Payments:** Facilitate vendor payments and respond to inquiries regarding finance matters.
- **Expenditure Compliance:** Ensure all expenditures and supporting documents comply with donor requirements and organizational policies.
- **Finance Administration:** Support the Finance Manager with various finance administrative tasks as needed.
- **Procurement and Logistics:** Assist with procurement and logistics assignments, ensuring efficiency and compliance with organizational policies.

Requirements

- **Educational Background:** A University Degree in Finance/Accounting or a Business-related field from a recognized University.
- **Professional Qualification:** CPA II or other professional qualifications in accounting.
- **Software Proficiency:** Experience using accounting software such as QuickBooks or Navision.
- **Work Experience:** At least two (2) years of experience in Finance & Accounting, preferably within a non-profit organization.
- **Technical Skills:** Proficiency in Microsoft Excel and Word.

Skills and Attributes

- **Attention to Detail:** Meticulous and thorough in managing financial records and transactions.
- **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 supporting organizational growth through accurate and efficient financial management, we encourage you to apply [here](#).