

VACANCY ANNOUNCEMENT

• Job Title: Finance and Administration Officer
• Organization: Watu Center for Health and Advocacy (WACHA)
• Duty Station: Mombasa, Kenya
• Reports to: Director
• Job duration: 10 Months full time renewable contract. Beginning date 1 ST February 2022

About WACHACBO: Watu Center for Health and Advocacy (WACHA) is a registered Community Based Organization with the Ministry of Gender and Social Services in the year 2014. The organization is working the Kenya Coast in Mombasa and Kwale Counties. WACHA Focuses on improving holistic health HIV prevention, mental health, sexual reproductive health rights and wellbeing by supporting people to live healthy and fulfilling lives, we believe a healthier community where everyone is able to maximize their potential and be as independent as possible.

WACHA CBO will be undertaking HIV prevention among the MSM/ MSW in Mombasa County project under USAID funding through LVCT Health Stawisha Pwani Project.

Main Duties and Responsibilities:

- Process and prepare financial and business forms for the purpose of checking account balances, facilitating purchases, etc. ☑ Perform routine calculations to produce analyses and reports as requested by the finance director
- Help oversee and manage individual accounts
- Follow up on invoices and any other financial documents.
- Review and adhere to department budgets
- Job skill specifications:
 - Excellent mathematical skills
 - Understanding of data privacy standards
 - Integrity and honesty
 - Customer-service skills
 - Solid communication skills, both written and verbal

Qualifications and Experience:

- A Bachelor's Degree in business, finance, accounting, or a related field
- Accountancy qualification in CPA II
- Good knowledge of accounting and bookkeeping procedures
- Advanced MS Excel skills (creating spreadsheets and using financial functions)
- Familiarity with accounting software (e.g. QuickBooks) and business principles and practices.
- Organizational, planning, problem-solving and time-management skills

- Critical thinking and Analytical skills
- Superior attention to detail
- Relevant professional experience in a similar role would be an added advantage.

b) Competencies/Abilities/Skills Required

- Ability to cultivate constructive relationships
- Strong interpersonal and public relation skills and able to work with people from diverse backgrounds.
- Able to work independently and effectively under pressure.
- Excellent verbal and written communication skills
- Strong coordination skills and strong team orientation.
- Strong community mobilization skills.
- Strong networking skills.
- Experience working with LGBTI organizations and individuals.
- Ability to work independently as well as in teams and meet deadlines.
- Fluency in English and Swahili.
- Computer literate and more so with, excel, MS Office, Suite, e.t.c.
- Flexibility and accessibility outside of work hours to address questions or concerns.
- Sound knowledge on legal and health Human Rights issues facing the Lesbian, Gay, Bisexual and Transgender Community in Kenya.

C) Others

- Time management and ability to priorities multiple tasks
- Self-motivated person able to work without close supervision
- Able to work effectively in a diverse team environment
- Able to effectively promote WACHA CBO's mission values, and objectives

Female applicants, applicants from marginalized groups and applicants with disabilities are encouraged to apply.

APPLICATION PROCEDURE Interested candidates are requested to submit the following documents:

1. A cover letter
2. Curriculum Vitae (CV)
3. Contact details for two (2) referees.
4. Current salary and salary expectation.

Only short listed candidates will be contacted Application details:

The applicants to reach The WACHA CBO

NOT later than at **5:00PM 20TH January, 2022** through the following email address (executivedirector@wachahealth.org/ copy_wachahealth@gmail.com)