

VACANCY

Tamba Pwani is a Community Based Organization in Kilifi County, Kenya. Tamba Pwani envisions Equal access to health and human rights. Our Mission is to bring reforms through trainings, workshops, experience sharing, media, in and out-reaches, in human rights and sexual health education awareness, treatment and sensitization as it affects key population specifically LGBTIQ and empower these sub-communes economically.

POSITION: FINANCE OFFICER
REPORTING TO: EXECUTIVE DIRECTOR
LOCATION: KILIFI COUNTY

FO/TP/2023

JOB SUMMARY

The overall responsibility of the Finance Officer will be to manage the finance portfolio by preparing reports and documents covering accounting transactions for management review and submission to the donors; ensuring that accurate records are kept by standard practices; establishing budgets, forecasts future cash flows, provides periodic financial analysis to carry out ordinary day to day duties to ensure the smooth running of the finance department at Tamba Pwani.

KEY TASKS AND RESPONSIBILITIES

Financial management

1. Budgeting and Reporting

- Preparation of annual budget.
- Responsible for preparation of accurate management and donor financial reports and submitting on the required due dates.
- Monitoring of the budget to avoid over/under spend during implementation by preparing burn rate reports, budget vs actual variance analysis.
- Prepare monthly bank reconciliations and ensure that the same is approved by the Executive Director.

2. Accounting and file management

- Responsible to maintain cashbook, ledgers and trial balance for all projects.
- Verify the support documentation for accuracy, validity, reasonability, completeness, and legitimacy of all transactions (including but not limited to purchase requests, invoices, vouchers, etc.) before funds are disbursed to beneficiaries and cost posted into QuickBooks.
- Posting financial transactions into QuickBooks accounting software.
- Maintain accurate and complete financial transactions records. The records should be both hard and electronic and appropriately labelled for quick access.
- Ensure that costs incurred are for project and not personal in nature.

- Prepare payroll and ensure that the payroll costs are adequately supported (including valid employee contracts, timesheet etc.) and that Net pay is accurately computed.
- Regularly reconcile the accounts receivable and payables.
- Manage the Tamba Pwani bank account.

3. Compliance and Internal Control

- Review financial and procurement transactions to ensure that they comply; are consistent with donor, Tamba Pwani policies and procedures, international accounting and auditing standards.
- Ensure that the financial transactions meet donor Financial and procurement requirement.
- Ensure that third parties are vetted before contracting them to ensure that they do not fall in the categories of the sanctioned groups.
- Ensure that the statutory deductions are accurately computed and remitted on due dates.
- Ensure financial and procurement transactions are approved as per the mandate before committing the organization funds.
- Ensure that the organization's (project) funds are only utilized as per the sub agreement and project requirements.

4. Cash flow management

- Prepare and maintain project cash flow and projections on a monthly basis or as may be required.
- Follow up with respective donors to ensure that funds are disbursed to Tamba Pwani in time to ensure project activities are implemented and obligations are settled when they fall due.

5. Asset Management

- Maintain an asset register.
- Conduct and document asset physical verification.
- Ensure that the office assets are insured against risks such as theft, loss of data etc.

6. Administration/Human Resource Management

- Ensure time sheets for all staff are filled and signed and that these correspond to the time worked.
- Liaise with the Executive Director to ensure that Tamba Pwani employees do have valid contracts at all the times.
- Maintain personnel files on site including files for all the peer educators. Any changes to the contract must be documented and filed appropriately.
- Liaise with the Executive Director to ensure that the staff are oriented on internal policies, donor requirement and the laws of Kenya.
- Providing support during annual external audits & Project compliance Audit.
- Ensure that the current policies including finance, travel, procurement and human resource are upto date and meet the project needs as well as conforming to best practices.

- Maintain an upto date Human Resources for Health database.

7. Any other task as assigned by the supervisor.

REQUIREMENTS

- Minimum 2 years of experience in accounting, financial, and budget management, in similar position within a non-governmental sector. Must also demonstrate substantial experience in an existing similar role and Minimum of CPA Part II.
- Excellent computer skills with proficiency in MS office (especially excel) Knowledge and practical experience in using QuickBooks software will be highly considered.
- Minimum of a certificate in Microsoft Office proficiency with excellent skills in use of MS Excel.
- Flexibility, willingness and readiness to work with Key population.
- Personal qualities of integrity, credibility, dedication to the mission and vision of the organization and adheres to strong ethical professional values.
- Must be highly result-oriented, self-motivated, honest and have demonstrable analytical skills.
- Must be able to work independently, prioritize assignments, manage own time to meet deadlines, have positive attitude, pay attention to detail and handle work pressure.
- Excellent interpersonal, organizational, leadership and communication skills. Able to thrive in a multi-cultural environment and a growing organization and ability to work as part of a team.
- Excellent analytical, oral and written communication skills in English and Swahili.

How to Apply

All application letters together with detailed CVs including names of three referees and expected remuneration for the above advertised assignment to **recruitment.stawisha@lvcthealth.org**

not later than **13th February, 2023.**

Please indicate clearly on the subject line of the email the position you are applying for.

Only short-listed candidates will be contacted.

Tamba Pwani **DOES NOT CHARGE** any fee whatsoever in any part of the recruitment process.