JOB DESCRIPTION AND PERSON SPECIFICATION

JOB TITLE: Finance Assistant
REPORTS TO: Programmes Accountant
REPORTING TO POSTHOLDER: None
LOCATION: Nairobi office with travel when needed or as required
DURATION & HOURS: Full time & fixed term, renewable based on performance and availability of funds.

PURPOSE OF THE ROLE

To support the accounts payable function, including verifying of procurement documents and processing invoices in Farm Africa.

KEY TASKS AND RESPONSIBILITIES

- Payment processing support, ensuring all payment documentation are complete, coded and are confirmed for material correctness before forwarding to the Projects Accountant for payment
  a. Assist in the processing of payments, including verifying supporting documentation and obtaining necessary approvals and support documentation
  b. Ensure completeness and accuracy of financial documentation, including invoices, petty cash, fare refunds, and staff expenditure reports (Advance Retirement Forms & Claims).
  c. Review petty cash for accuracy and completeness
  d. Review procurement documents for completeness as per the standard checklist
  e. Review fare refunds for consistency with fare charts and attendance lists, prepare facilitation schedules and validate numbers on MPESA
  f. Highlight any discrepancies or irregularities in financial documents and escalate as necessary
  g. Prepare a schedule of complete payments for the Projects Accountant’s review
  h. Assist in the preparation of payment vouchers and maintenance of financial records, including invoices, receipts, and payments.
  i. Monitor payment schedules and keep projects abreast of the status of their payments
  j. File proof of payments and Withholding VAT and Withholding Tax certificates within the respective Payment Voucher folders
  k. Follow up on delivery notes, distribution lists and other evidence of goods received or services rendered

- Review vehicle mileages for consistency with mileage logs and tracker records, ensuring any variances are explained
- Review staff advances and follow up on retirement of overdue accounts
- Donor management support
a. Update the donor tracker with new projects, keeping the finance team abreast of upcoming deadlines
b. Printing and preparation of support documentations for donor expenditure verification and project audits
c. Follow up on staff timesheets

Audit Support
a. Support the annual audit process by providing necessary documentation and assistance to auditors
b. Ensure accurate and up-to-date financial records and documentation in accordance with audit standards

Finance and administrative support
a. Help maintain the organization’s financial filing system, ensuring documents are properly organized and easily accessible
b. Assist in general administrative tasks related to finance, such as filing, printing, scanning, archiving, and organizing financial records.
c. Assist in the implementation and improvement of financial systems, controls and processes
d. Perform other ad-hoc financial and administrative tasks as assigned by the Programmes Accountant & Finance Manager or designee
e. Provide support to field staff on financial policies, procedures, and systems
f. Foster a culture of financial accountability and transparency within the organization

## PERSON SPECIFICATION

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<th>Education, qualifications &amp; other knowledge</th>
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<tr>
<td>CPA (Intermediate Level)</td>
<td>Projects Management;</td>
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<tr>
<td>Bachelor degree in Accounting/Finance or relevant field</td>
<td>Office Administration skills</td>
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<th>Experience</th>
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<td>At least 1 years of experience in project/fund / NGO accounting</td>
<td>At least 1 years’ experience in accounts/finance</td>
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<td>At least 1 years of experience in bookkeeping</td>
<td>Ability to work under pressure and meet tight deadlines.</td>
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<td>Experience in administrative work</td>
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<th>Skills &amp; abilities</th>
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<td>Computer literacy, including experience with excel &amp; word processing and spreadsheets.</td>
<td>Strong analytical, presentation, communication and problem-solving skills.</td>
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Our Values

Investing in smallholder farming is the number one way to combat poverty in rural Africa. Farm Africa is a leading NGO specialising in growing agriculture, protecting the environment and developing businesses in rural Africa.

- **EXPERT**: Expertise and insightful evidence-based solutions are at the heart of everything Farm Africa does.
- **GROUNDED**: Our teams and partners work closely with local communities, engaging them in every level of decision-making.
- **IMPACTFUL**: We deliver long lasting change for farmers, their families, and the environments they live in.
- **BOLD**: We model innovative approaches and are not afraid to challenge strategies that are failing.

**HOW TO APPLY:**

If interested in this role, please apply via this link [https://www.brightermonday.co.ke/listings/finance-assistant-9ijjwp](https://www.brightermonday.co.ke/listings/finance-assistant-9ijjwp), so as to be received before or by **Sunday 28th July 2024**.

Only short-listed candidates will be contacted.

_Farm Africa is an equal opportunity employer and promotes gender equity. Canvassing will lead to automatic disqualification. Farm Africa does not charge a fee at any stage of the recruitment process. (E.g. Application, interview, meeting, processing, training or any other fees)._