



RE-ADVERTISEMENT

Job Title	Finance/Administration Assistant
Position Reports to	Finance Officer
Position Supervises	None
Duty Station	Nairobi office
Position duration	1 Year with possible extension

Job Summary

To prepare and maintain all necessary and appropriate records, files and processes to ensure a smooth and compliant financial operation of NCDAK, focusing on accuracy and transparency.

Duties and Responsibilities:

Finance

- Assist the Finance Officer in maintaining all financial records for the organization, ensuring proper filing and adherence to NCDAK, government and donor rules and regulations.
- Assist in reconciling cash and bank accounts for grants and maintains accurate bookkeeping records at the project and organizational level. Assist in preparation of monthly financial status report for the organization.
- Implement the NCDAK financial and reporting systems for the organization to ensure efficient financial management of grant finances and improvement in accounting skills for the organization.
- Prepares original accounting documents and transactions at the organization ensuring compliance, accuracy, relevance, and reasonableness of each transaction.
- Supports the Program team in aspects of fundraising strategy, including budgeting for proposals.
- Receives requisitions from other staff and ensures timely approval and disbursement of activity funds in the projects in liaison with the Finance and Program Managers.
- Documents financial transactions by entering account information and coding payment vouchers and files for data processing and/or payment. Assist in filing of all statutory returns.
- Supports the process of sourcing, purchasing, and supplying goods to the project and maintaining of an up-to-date Assets Register.
- Participates in the internal audits as scheduled and in external audits by providing the auditors with accounting documents as requested and providing explanations to the audit queries.

- Any other responsibilities assigned to you by in ensuring that the whole organization runs smoothly.

Administration

- Answer, screen and transfer inbound phone calls, receive, and direct visitors and clients.
- General clerical duties including assisting in maintaining an electronic and hard copy filing system.
- Assist in preparation and modifying of documents including correspondence, reports, drafts, memos, and emails as directed by relevant officers.
- Schedule and coordinate meetings, appointments and travel arrangements for managers or supervisors.
- Prepare agendas for meetings and prepare schedules as directed by relevant officers.
- Record, compile, transcribe and distribute minutes of meetings.
- Maintain office supply inventories and coordinate maintenance of office equipment
- Assist in coordinating and maintaining records for staff, and petty cash.

Qualifications and Experience

- Degree in Business field such as accounting or finance.
- Professional qualifications in CPA / ACCA, at least CPA II.
- 3 years relevant experience in NGO financial management/administration.
- MS Office and experienced in computer-based accounting software.

Skills and Attributes

- Analytical skills
- Interpersonal
- Proactive
- Team playing skills
- Communication

Application submission

Interested and qualified persons are invited to submit their CVs and Application letter quoting the current and expected salaries to careers@ncdak.org no later than **October 27, 2022**, at **5.00pm**. The applications should include the position applied for as the Subject.