



Job Advert

Finance and Administration Officer

Deadline for applications: 23rd February 2018

Purpose and Objectives

To contribute to the effective running of Mzalendo Trust working with the Executive Director. The role of the Finance and Administration Officer is to assist the Executive Director in overseeing the financial health of the organisation which includes setting up transactions from the organisation's accounts to drafting project budgets and reports to funders. They will assist in monitoring the whole organisation's budget, and will support the Executive Director in ensuring regular and accurate reporting against budgets to the rest of the staff team and trustees. They will produce reports for funders, assist with setting up payroll and paying interns, consultants and other contractors, as well as suppliers. They will also assist with reconciling Mzalendo's various accounts and ensure that its transactions on Quick books sync with its other databases or are appropriately reconciled.

Main Responsibilities

Finance:

- Support the Executive Director's work day to day, and work collaboratively with them, taking on areas of work delegated to them and sharing tasks where appropriate
- Undertake authorisation of payments via online banking, cheque signing, fax payment and telephone instruction
- Set up the payroll for review by the Executive Director's, and run the process
- Prepare the quarterly management accounts for submission to the Board and to our external auditors
- Review and monitor staff and volunteer expenditure, and ensure there is consistency with regards to our policies in this area, and that all expenses are a proper use of charitable resources
- Prepare the Finance Report for the Board of Trustees on a quarterly basis. Edit as necessary following review by the Executive Director
- Prepare the organisational annual budget each year, working from the operational plans agreed upon with the Executive Director
- Collate data to enable the Executive Director to report on key financial performance to the Board and Trustees necessary
- Prepare documents and financial performance data for finance meetings with the staff team and the Executive Director
- Monitor staff adherence to financial policies, ensuring staff are adequately trained and aware of our financial policies, and working to develop new finance guidance where necessary
- Support the Executive Director in continuing to develop sensible measures for fraud prevention
- Assist with making transactions in foreign currencies and to foreign accounts, both in terms of the logistics and in terms of ensuring financial compliance
- Review the incoming and outgoing funds from the organisation's accounts on a daily basis and notify the Executive Director of any donor income, suspicious activity, or substantial outgoings.
- Assist with funding applications and reporting to trusts and foundations and to institutional funders. This may include liaising directly with funders on financial questions, preparing complex project budgets, and tracking how funds have been used as against the agreed budget.

- Prepare all financial papers and reports as well as the financial narrative

Administration:

1. Taking responsibility for projects and events as requested
2. Preparing meeting agendas, and taking minutes
3. Managing the booking process for internal and external meetings
4. General Administration tasks including
 - Providing a warm welcome to visitors
 - Responding to enquires by telephone and email
 - Filing and photocopying
 - Other general office duties as agreed with the line -manager

Essential Characteristics

- CPA - 2 and above certification is desirable
- Well-developed administration skills
- Good Knowledge of IT applications including Microsoft Word, Outlook, PowerPoint, Excel and Quick books
- Good interpersonal and communication skills
- Excellent confidential and organisation skills
- Be able to prioritise workload
- Ability to take accurate notes and minutes of meetings
- Ability to maintain filing systems and databases
- Numerate, with a good attention to detail and ability to spot errors
- Basic understanding of accounting processes and procedures
- Proven bookkeeping skills
- Willing to learn new software packages
- Ability to work as part of a team and on own initiative
- Be prepared and willing to work on occasions outside normal working hours, including evenings and weekends as agreed with the line manager
- 2 – 3 years' experience of working or volunteering as finance officer/ treasurer
- Understanding of the Not for Profit sector and its financial requirements

To apply, please send your CV and application letter no later than 23rd February, setting out how you are suited to the role to info@mzalendo.com. Please ensure your email has the subject heading 'Finance & Administrative Officer, and that all attachments are sent in PDF format. Only shortlisted candidates will be contacted for interview.

This is a full time position available from April 2018. Come work with us on the cutting edge of Parliamentary transparency and accountability.

Mzalendo Trust is an equal opportunity employer, offering competitive compensation and a stimulating professional work environment. Visit us at <http://info.mzalendo.com>

About Us

Mzalendo Trust is a non-partisan organisation that keeps an eye on Kenyan Parliament with a mission to facilitate public participation in Parliamentary processes through information sharing, research and networking.

