



## **FINANCE OFFICER**

Department / Section:

Finance and Admin Department

### **Job Purpose:**

To support the provision of sound financial and grants management to the department as part of AMURT's execution of its mandate to partners.

### **Reporting Relationships:**

#### **Supervisor:**

- Finance and Admin Manager. FAM

Direct reports:

- Senior Finance Officer SFO.

### **Key Relationships:**

Internal Relationships:

- AMURT Staff

External Relationships:

- External stakeholders
- Donors, Partners

### **Job Dimensions:**

Financial:

- Projects funds management.
- Request budgets and advise the Finance Manager on the

appropriateness for pay.

- Request funds on a monthly, quarterly, or annual basis.
- Receipt and processing of payments incurred.

Physical Assets:

- Custodian of finance records;
- Management of movement records
- Maintain assets inventory records and assets register.

Decision Making:

- Working with the concerned programs team to make decisions on activity-based budgets.
- Working with the concerned programs teams to support proposal development where one makes decisions on activity-based budgets.
- Allocating budgets to project teams on the funded projects where decisions are guided by the available data.
- In reviewing facility reports on projects one has to determine the relevance, value and viability of the costs.
- When allocating costs to votes and processing of payments

#### **4.0 QUALIFICATIONS**

- Bachelor's degree in commerce/ accounting with 3 years of experience in project accounting.
- Must be a certified accountant for the last three years.
- Knowledge and experience working in donor funded projects.
- Strong writing and communication skills.
- Evidence of previous generation of quality and timely project financial reports.
- High level of integrity, values, ethics and competence.
- Demonstrate high level of creativity, innovation and analytical thinking.
- Knowledge in donor compliant, budget reviews and analysis.

### **KEY RESPONSIBILITIES:**

- The Finance Officer will support SFO directly to providing financial reviews as well as monthly/ quarterly expenditure
- Responsible for review of all payables, ensure sufficient support documentation and are allocable to the approved budgets, process payments and maintain documentation as per organization policy
- S/he will support capacity building on financial compliance to the staff in line with the organization policies and partners contracts and agreements.
- S/he will be responsible for accurate recording of all accounting transactions, reconciliation of M-pesa and bank Acc, and follow-up on bank online uploads to ensure all payments clear on time.
- S/he with guidance from the SFO will prepare and submit timely partner and management reports based on the activities and donor partners contracts.
- S/he will be supporting the Senior Finance Officer when called upon to analyze expenditure and provide budget reviews.
- Receive, review and process for payment all the invoices on the accounting ERP system and processing statements to accompany the invoices to the suppliers on monthly basis
- Receipt of funds received through remittances in the month and processing receipts and acknowledgement letters to the specific partners
- Support the SFO by participating on the monthly stock take with accountants and departmental heads, review of variances and undertaking a stock valuation and sharing the report with the relevant managers
- Ensuring that all inventory and assets records are well maintained in the assets register, periodically reviewed and verified in line with the organization and partners' policies
- Supporting the finance team and the manager in preparing for an audit by providing all necessary documentation, schedules, journals and reports relating to the project
- Support finance team and the manager in undertaking all other office assignments when called upon to give a hand.

All applicants should urgently use this link <https://recruitment.amurtafrica.org> fill in their details and submit the application by 28<sup>th</sup> November 2024 before close of business

hours. Only short-listed candidates will be contacted as interviews will be done on a rolling basis. Canvassing will result to automatic disqualification.

***“AMURT is committed to zero tolerance on all forms of violence and discrimination against children, beneficiaries, and staff”.***