



We are hiring!

ADVERTISEMENT: FINANCE AND ADMINISTRATION OFFICER

About Kenya Legal & Ethical Issues Network on HIV and AIDS (KELIN)

The Kenya Legal & Ethical Issues Network on HIV and AIDS (KELIN) was established in 1994 and registered as a Non-Governmental Organization (NGO) in 2001. While initially conceived to protect and promote HIV-related human rights, its scope has since expanded to include: sexual and reproductive health and rights, key and affected populations, as well as women, land and property rights. KELIN advocates for a holistic and rights-based system of service delivery in health and for the full enjoyment of the right to health by all, including the vulnerable, marginalized and excluded populations in these four thematic areas.

KELIN is looking for a Finance and administration Officer

General information:

- **Organization:** Kenya Legal and Ethical Issues Network on HIV and AIDS (KELIN)
- **Position:** Finance and Administration Officer
- **Location:** Nairobi, Kenya with frequent field travel
- **Reporting to:** Finance and Administration Manager
- **Starting date:** ASAP

The position:

KELIN Kenya is looking for an ambitious and driven individual to take up the role of Finance and Administration Officer. The ideal candidate will play an active role in assisting the Finance and Administration Manager in the day to day running of the department. The position will require a native understanding of, and professional training in accounting (CPA-Certified Public Accountant). Additionally, the successful applicant will be expected to work with computerized accounting systems and to maintain accurate and meticulous financial records that will be critical in the overall planning and implementation of all the thematic areas' programs and activities. As the Finance and Administration Officer (FAO), they will also be required to support the thematic areas in providing reports to donors, and ensuring the smooth functioning of the department by assisting in the implementation of HR policies, procedures, and administrative systems.

Job purpose

The Finance and Administration Officer will provide the KELIN team with appropriate finance, human resource and administrative support to effectively implement program activities as outlined below:

- Finance
- Office administration
- Human resource

Duties:

Finance:

1. The F&A Officer will be responsible for maintaining KELINs financial integrity, preparing all financial reports efficiently, and by following international financial reporting standards, international accounting standards, as well as other relevant donor requirements.
2. In consultation with Finance and Administration Manager (FAM), regularly review and implement budgets and take part in resource mobilization activities based on the Resource Mobilization Guide and KELIN Strategic Plan.
3. Establish program financial management systems, procedures, and controls to ensure consistency with KELINs Standard Operating Procedures and the relevant donor and government policies.
4. Coordinate requests for funds to ensure all programs have necessary funding for operations, coordinate and oversee the tendering and procurement of services and products required for smooth operations of the organization.
5. Advise program staff on financial health through the provision of regular and timely financial expenditure reports.
6. Review and approve all vouchers prepared (disbursement, receipt, and general journal vouchers) for expenditures and ensure that expenses are reasonable, allowable, and allocable to the program.
7. Produce budget projections, analysis, and reports for review and action by the Finance and Admin manager.
8. Coordinate all audits within KELIN.
9. Coordinate financial and contractual requirements for grants to local organizations and technical services provided to the program.

Human Resource:

1. Oversee payroll procedures and HR policies for all staff; ensure adherence to Kenyan labour laws, and manage all tax reporting.
2. Ensure personnel files are well kept and regularly updated.
3. Coordinate recruitment and induction of the new staff in line with KELIN policies.
4. Assist in leave management.

Administration:

1. Assist in arranging logistics for various activities within the entire organization.
2. Develop and maintain effective office systems (e.g. IT support, office maintenance, fixed assets, supplier contract) and ensure they comply with KELIN policies.
3. Design and maintain a proper filing and administrative system for the entire organization.
4. Maintain, monitor, and order all office and stationery supplies for both the Nairobi, and field office.
5. Assist in the administration of petty cash for both offices. Required qualifications and experience.
6. Bachelor's degree in Commerce, Finance or Accounting.
7. Certified Public Accountants' holder or relevant certificate.
8. At least 3 years' experience in finance, HR and office administration; ideally for an NGO.
9. Experience in setting up and implementing systems.
10. Experience in book keeping and computerized accounting systems.
11. Experience in reporting to donors in an NGO environment.
12. Experience in HR policies, procedures, and administrative systems.
13. Experience in setting up and implementing office systems.

Key Skills and Competencies

- Commitment to accuracy and attention to detail.
- Excellent interpersonal skills and ability to relate to people at all levels internally and externally. Ability to plan, strike balance, and cope with competing priorities.
- Good written and verbal communication skills.
- Computer literacy – skilled and confident user of Microsoft office applications such as Word, Excel, PowerPoint, Outlook and calendar applications.
- Fluency in English.

Interested applicants should address their application and CV, information on current salary, benefits and contact details of three referees to the Finance and Human Resource Manager on e-mail address applications@kelinkenya.org ; copied to info@kelinkenya.org by **27th March 2020**. Interviews will be conducted on a rolling basis.

KELIN values diversity in all areas of its operations.

We welcome and encourage diverse applications.

Please note that only shortlisted candidates will be contacted.