



**Vacancy Announcement
Finance Officer**

Organization	Adeso : African Development Solutions www.adesoafrica.org
Position Title	Finance Officer
Reporting To	Head of Finance
Working With	Field and Nairobi Staff
Program / Duty Station	Nairobi
Duration	One (1) year (Renewable)
Starting Date	Immediately

ORGANIZATIONAL CONTEXT

Adeso is an expanding and vibrant African based international development and humanitarian organization. At Adeso, we work with African communities who are yet to realize their full potential; working inside these communities to create environments in which Africans can thrive.

Our belief that economic, social and environmental security is the bedrock of a healthy community drives the nature and intent of our programming. We work to prevent and overcome situations that adversely affect community well-being by: reinvigorating the economy, developing skills for life and work, providing humanitarian aid, and influencing policy.

For the past 20 years we have strengthened rural livelihoods through environmental awareness, training, technology transfer and innovative humanitarian projects in pursuit of a peaceful, self-reliant, and greener future. At present, Adeso has programs in Somalia, Kenya and South Sudan.

Adeso is an exciting and dynamic organization experiencing managed rapid growth. It offers sound employment conditions with opportunities for personal growth and development.

POSITION SUMMARY

The main purpose of the position is to provide technical support in the Finance Department through financial reporting, internal control management and administrative support.

SPECIFIC ROLES AND RESPONSIBILITIES

Finance Roles

- Capturing all financial transaction timely and accurately for the purposes of generating management and donor reports
- Processing of payments while ensuring the minimum compliance requirement by Adeso and donor are met
- Ensuring the internal controls within the computerized accounting systems are safeguarded and working well
- Allocation of expenses to the relevant program and department

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- Tracking the employee advances on monthly basis and following up on the recovery process or management action
- Undertaking monthly closeout procedures such as bank accounts reconciliations etc.
- Undertaking reconciliation of all balanced sheet items periodically and ensure that all the accounts are kept current and all reconciling items identified and reconciled.
- Preparing monthly management accounts, BVAs and periodic donor financial reports as per Adeso and donor reporting guidelines
- Managing the fixed assets register and all accounting requirements in the assets management e.g. reconciliation of assets with the Accounting system records.
- Ensuring that fund requests are received, reviewed, analyzed and disbursed within the given timeframe.
- Supporting the finance manager in the preparation of annual Financial Statements and completion of annual audits on time
- Supporting all Adeso program and non-program audits
- Supporting in staff orientation on Adeso financial guidelines and requirements in order to implement activities and execute budgets accordingly.

Administrative Role:

- Contributing to the establishment and maintenance of a harmonious working environment; while strengthening team-building by encouraging active participation and interaction at all levels
- Managing and supervising Finance interns, assigning tasks accordingly
- Filing statutory deductions on timely manner with the relevant authorities
- Ensuring systematic filing of all supporting documentation for each project and HQ
- Supporting HR on staff payroll and ensure its accuracy and timely payment of staff salaries for all of Adeso
- Performing appraisals for Finance Department interns and volunteers
- Attending meetings related to areas of responsibility
- Providing recommendations to the SMT on improving Adeso's Financial, Administrative or Management procedures
- Any other duties that are not specifically stated above but will necessarily come within the framework of your operation shall be assigned to you from time to time by your immediate supervisor.

SKILLS AND QUALIFICATIONS

- Bachelor of Commerce (Accounting/Finance), Bachelor of Business Administration
- CPA (K)
- Excellent knowledge of Computer software – Microsoft Excel required. Knowledge of Serenic Navigator or other accounting software an added advantage
- Knowledge of donor rules and regulations required
- Four (4) years of finance experience
- Pro-activeness, creativity, assertiveness and analytical skills
- Integrity and Honesty

APPLICATION PROCESS

This is a challenging opportunity for a dedicated and highly motivated professional. If you would like to join this dynamic team, please submit your application to jobs@adesoafrica.org , quoting the position in the email subject matter, by **Wednesday 8th March, 2017**.

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Each application should be addressed to HR Manager and include the following:

- An updated CV with updated contact details: Phone No., Email Address and Skype ID; and
- An application letter which should include cover letter, previous remuneration history and expected remuneration and contact information for three work-related referees.

Applications not including all of the above information will not be reviewed. Only short-listed candidates will be contacted.

Adeso is an equal opportunity employer and does not discriminate based on one's background, beliefs, gender or sexual orientation.

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