



**Vacancy Announcement**  
**Finance Officer - Garissa**

<b>Organization</b>	Adeso : African Development Solutions <a href="http://www.adesoafrica.org">www.adesoafrica.org</a>
<b>Position Title</b>	Finance Officer
<b>Reporting To</b>	Senior Finance Officer
<b>Working With</b>	Field and Nairobi Staff
<b>Program/Duty Station</b>	Garissa
<b>Duration</b>	One (1) year
<b>Starting Date</b>	Immediately

**ORGANIZATIONAL CONTEXT**

Adeso, formally known as Horn Relief, 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. Currently, Adeso has programs in Somalia, Kenya and South Sudan. Our current donor portfolio includes the European Commission, USAID, SIDA, CIDA, UNICEF, and the Government of Netherlands, among others.

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

**MASTERCARD INTERNATIONAL**

MasterCard International was established in 1966 as a cooperative of US banks in order to create the basic infrastructure and governance to allow bank credit cards to be issued by individual banks with limited geographical reach but be accepted by merchants nationally and eventually globally.

The MasterCard Labs for Financial Inclusion is the seventh in a series of MasterCard Innovation Hubs and it is also the first Lab in Africa and the first to focus exclusively on financial inclusion. With the support of the Bill and Melinda Gates Foundation, the Lab seeks to impact more than 100 million people by bringing together MasterCard's innovation and global financial inclusion capabilities under one roof, combining these with local expertise and insight.



The iHub, founded in 2010, is a globally-recognized organization that is deeply steeped in the local tech innovation culture. The iHub has been both the main catalyst for regional tech acceleration and a role model for tech hubs across emerging markets.

They serve the tech community, by connecting organizations and people, building market relevant solutions and being ahead of the curve of innovation. Since its founding iHub has supported the creation of more than 100 start-ups, employed more than 1,000+ individuals, and reached more than 200,000 people through communications outreach. IHub strives to become the best African support system for ICT-focused tech entrepreneurs and individuals who aspire to tackle large-scale challenges by creating an environment of trust and experimentation that facilitates the growth of entrepreneurs and their companies with the acknowledgement that this is only possible with strong partnerships. IHub ensures it uses a culture of inclusivity to include those traditionally left out in society.

The three agencies for the AIM Consortium or the DEPP Lab Consortium. The AIM Consortium has a combination of more than 50 years' experience connecting organizations and people, building market relevant solutions and being ahead of the curve of innovation. Community connectedness is one of the Lab's key advantages. We are able to convene a community around the issues of disaster, emergency preparedness and innovation. We continuously invigorate a vibrant community of innovators and entrepreneurs able to build globally competitive companies, while solving the myriad of problems present in Africa and across the developing world. We develop people by providing an environment that allows them to visibly grow in their technical and non-technical skills, and critically, act as a connector, allowing world captains in business and technology to meet with aspiring entrepreneurs fresh from high school.

#### **DEPP LAB PROJECT**

The DEPP Lab project is a twenty-two (22) months project being implemented by the AIM-DEPP Lab Consortium whose objective is to increase preparedness and resilience of disaster-prone communities in Garissa and Marsabit counties of Kenya by drawing on their deep knowledge of pastoralist communities.

The Consortium will undertake activities to meet the objective by utilizing the Consortium members' in house experience in managing labs and proven innovation methodology. The project will build up communities' capacities to identify and evaluate the risks related to natural disasters and innovative mitigation measures to address these gaps.

The Consortium will identify and reinforce existing disaster coping mechanisms and refine new contingency measures emerging from the target communities. The Consortium will also ensure participation of rural communities at the village level rather than focus on urban issues, as an innovation labs need to.

#### **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 transactions in a timely and accurate manner for the purpose of generating management and donor reports.
- Processing payments while ensuring adherence to minimum compliance requirements by Adeso and the donor.
- Ensuring the internal controls within the computerized accounting systems are safeguarded and working well
- Allocation of expenses to the relevant programs and department.



- 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, analysed and disbursed within the given timeframe.
- Supporting the Senior Finance Officer in the preparation of annual financial statements and timely completion of annual audits.
- 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 in a timely manner with the relevant authorities.
- Ensuring systematic filing of all supporting documentation for the project.
- Supporting HR with the staff payroll and ensuring its accuracy.
- 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's of Commerce (Accounting/Finance) or 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.
- Three (3) years of finance experience.
- Pro-activeness, creativity, assertiveness and analytical skills.
- Integrity and Honesty.
- Somali speakers preferred.



#### **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](mailto:jobs@adesoafrica.org) , **quoting the position in the email subject matter**, by **26<sup>th</sup> September, 2017**.

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.**