

Emali Dedicated Children's Agency

Supported by



Position : Area Finance and Administration Officer (1 Position)

Location : Emali Dedicated Children's Agency-Emali Office

Reports to : Program Coordinator

Date of Issue : 26th October 2016

Closing Date : 4th November 2016

Emali Dedicated Children Agency (EDCA) is a Local Non-Governmental Organization (NGO) working with ChildFund towards helping the Deprived; Excluded and Vulnerable children have the capacity to improve their lives and the opportunity to become young adults, parent and leaders who bring lasting and positive change in their communities. The organization is looking for self-driven individuals who want to exercise their abilities and knowledge out of heart to serve children and the community, for the following positions to be based in the Emali Office.

Key Responsibilities

- Monitors all ChildFund funded financial transactions.
- Prepares payment for planned and approved projects in a timely manner
- Reviews all the daily financial transactions and the books of accounts to ensure they are appropriately recorded and coded
- Reviews monthly bank reconciliation reports
- Ensures fund meant for program activities are disbursed and received on time
- Ensures adherence and compliance to the area budget.
- Ensures that the related financial transactions comply with the donor requirements, country laws, ChildFund Policies and Procedures.
- Prepares area monthly, annual and three year financial plan requirements for funding
- Prepares financial reports using the FIT System
- Ensures the area office meets the ChildFund Audit requirements and provides appropriate guidance and comments in disclosure letter
- Ensures appropriate internal controls through adherence to the accounting systems and procedures as well as supervises staff and ensures that HR policies and procedures are adhered to.
- Enhance effective communication at all levels between staff, other departments and the ChildFund Kenya.

Other Competencies / Attributes:

- Must be willing to perform other duties as required.
- Must have the ability to work under pressure with minimum supervision
- High level of credibility and integrity

Qualifications: Education / Knowledge / Technical Skills and Experience:

- The holder of this position must have a minimum of a Bachelor's degree majoring in Accounting or Finance.
- CPA-K with knowledge in accounting packages will be an added advantage
- At least 3 years' experience in accountancy and administration in a INGO/NGO handling donor funded projects
- Financial management skills highly desirable.
- Must have at least three years' experience working with the Non-Governmental Organizations.
- Conversant with donor reporting especially on monthly, quarterly, mid-term and end term reviews
- The holder of this position is expected to make key decisions affecting other staff hence should display a high level of maturity with a preferred minimum age of 33 years
- Should have good communication, organization and time management skills with ability to work under pressure with minimum or no supervision.
- Must possess good interpersonal skills with irrefutable integrity.

How to apply:

Qualified candidates should submit their application letter and detailed curriculum vitae **ONLY, ON OR BEFORE 4TH November 2016** by email stating their current and expected remuneration package, names and contacts of three professional referees one of whom must be the previous employer. All the applications must be sent to hr@emalidca.org and addressed to:

**THE PROGRAM COORDINATOR
EMALI DEDICATED CHILDREN'S AGENCY
P.O. Box 249-90121
EMALI, KENYA**

Candidates will be required to produce hard copies of academic and professional certificates during the interview. Because of the urgency to fill these positions, applications may be considered on a rolling basis. Candidates will be subjected to background checks before offer of employment contracts. THE POSITION IS OPEN TO ALL KENYAN CIZITENS.

Deadline for applications is Friday, 4th November 2016, 16:00 hours.

Candidates will be subjected to a test.

We regret that only short listed candidates will be contacted.