

Vacancy Announcement

Position: Finance Officer

Date of Issue: 26th November 2014

Type of Contract: CISP Standard Contract

Closing Date: 11th December 2014

Location: Nairobi

Reports to: Regional Administrator / Finance

Contract Begins: 2nd January 2015

BACKGROUND INFORMATION:

CISP Kenya, Somalia and South Sudan, is an equal employment opportunity employer. Currently it has various field offices in Kenya and Somalia with its Regional offices in Nairobi and its Headquarters in Rome. CISP carries out projects in areas of humanitarian assistance, rehabilitation and development.

MAIN RESPONSIBILITIES:

- Monthly Reconcile funds sent to the field against expenses and follow up on any deficits.
- Review all financial documents for completeness and accuracy.
- Ensure that all financial documents are set to the correct budget codes.
- Keep a calendar of Financial Reporting Deadlines.
- Check Financial Documents for Compliancy and Eligibility.
- Review day book Journals (Prima Notas) from the field and ensure they are available proof of correct documentations before updating the system.
- Review all procurement documents as per CISP Procurement Procedures.
- Compile and enter all financial data relating to the field offices to CISP Accounting System.
- Establish and run a filing system for financial, HR and other related project documents.
- Provide timely Financial and Program related feedback and instruction to Project Managers' and Field Administrators.
- Participate in reporting process to the various stakeholders and ensure its successful completion.
- Participate in project and yearly audits.
- Organizing/conducting administrative and finance training.

CORE COMPETENCIES

- Qualifications of a Certified Public Accountant (CPA/ACCA) OR Diploma in Administration.
- At least 3 years experience in the field of administration and finance.
- Proficiency in Microsoft applications.
- Strong organization skills, analytical skills and accuracy.
- Good knowledge of Labor & Industrial Law of Kenya, Human Resource Management and Organization Behavior.
- Excellent English (spoken and written).
- Excellent relations and communications skills, good team player, diplomatic and able to deal with a mixed cultural team.

HOW TO APPLY:

Candidates who meet the required qualifications and experience should send a detailed Curriculum Vitae, a cover letter, copies of certificates and a list of 3 referees including their contacts to: admin@cisp-nairobi.org
Email subject 'APPLICATION - FINANCE OFFICER'

Only short listed candidates will be contacted. Please note that we do not charge fees for receiving or processing job applications.