



**Position: Finance & Operations Coordinator (Full Time)**

**Beginning: Immediately**

**Office Location: Nairobi, Kenya**

**Project Locations: Kibera, Nairobi**

**Organization: Kounkuey Design Initiative (KDI)**

**Closing date: Friday 26th January 2018**

### **Position Summary**

The Finance and Operations Coordinator is responsible for organizing and coordinating office and finance operations and procedures in order to ensure organizational effectiveness and efficiency. Supports operations by; planning, organizing, and implementing administrative systems. General accounting and financial reporting duties are also encompassed in this position.

### **Job Responsibilities**

#### **General Operations and Finance**

- Communicate (both in verbal and written form) with clients, suppliers, vendors, and other contacts
- Ensure completeness, accuracy, and timeliness in the processing of various teams' operations cash requests
- Act as first line of responses to inquiries at KDI's office, email and phone enquiries
- Monitor and conduct office operations including data entry, filing and maintaining the record system for soft- and hard-copy files
- Assists with the set-up, maintenance and filing of office policies and procedures \_HR Registry
- Purchase supplies and equipment as authorized
- Monitor office supply levels and reorder as necessary with project and program teams
- Maintain historical records by accurately filing receipts, financial documents, lease agreements and donor agreements



- Preparation for filing of NHIF,P.A.Y.E. and NSSF on a monthly basis

### **Finance and Accounts**

- Processing supplier payments, ensuring supporting documents are in order and approvals obtained
- Balances general ledger by preparing the trial balance; monthly reconciliation of all petty cash
- Ensure proper Donor, Project, Class and Account codes are indicated on all relevant vouchers.
- Collect cash from the bank and give it to the Senior Finance Coordinator (SFC) (Where necessary) including other banking requirements as assigned to you from time to time.
- Maintain Petty Cash and Conduct periodic reconciliations of all petty cash accounts to ensure accuracy and effectiveness
- Reviewing petty cash and cash advance reconciliations ensuring that all payments have valid supporting documents
- Prepare financial reports by collecting, analyzing, and summarizing account information and trends
- Issue financial reports as needed to the SFC and management team and maintain an orderly accounting filing system
- Review all entries in the bank statements to ensure that they have been captured and balance
- Verifying all payment vouchers for accuracy and completeness before processing and posting into the accounting System - QuickBooks
- Ensure proper documentation of all payments to staff and generate monthly pay slips
- Manage accounts payable and manage accounts receivable including weekly financial reports
- Review for compliance with donor and organizational policies/guidelines on all payments
- Assists in quotation sourcing for various procurement items as and when required for different teams
- Provide financial and compliance guidelines to other members of staff
- Other duties as assigned by senior management through the SFC and management team
- Data entry and maintenance of disbursements and distribution records of the weekly expenses



- Assisting in managing correspondence between the various teams and their clients
- Manage the warehouse stock inventory and coordinate storage space maintenance with field office staff
- Works with the SFC and field office staff for asset and inventory management at both office, stock points and warehouse
- Maintain clear and accurate operations documents/procedures for reference purpose
- Take lead in regular stock taking and updating of the Inventory records

### **Decision Making**

For routine decision making to be guided by generally accepted accounting principles and organization rules and regulations. Refer to SFC on issues out of normal policies and procedures.

Responsibility over data or information: Has access to important and highly confidential information.

### **Desired Profile**

#### **Professional qualifications**

CPAII /ACCA II qualifications, CPAII and Degree in Finance, Accounting, or closely related field is PREFERRED.

#### **Relevant Experience and Key skills**

- Experience in managing Not for Profit Accounts
- At least 3 years of experience performing responsibilities required for the position and demonstrating progress in the role.
- Audit experience and managing of grant funds is desirable
- Experience in the use of the QuickBooks Accounting Software.

### **Application Procedure**

Interested parties should submit (1) a cover letter that includes relevant experience, achievements, and interest in KDI; (2) CV;



Please note that we will only be accepting electronic submissions and will only be contacting the most qualified applicants to schedule a formal interview. References will be required at interview stage.

Please submit application materials electronically to **Eugene Masbay** (Senior Finance Coordinator) using the following email address: [kenyajobs@kounkuey.org](mailto:kenyajobs@kounkuey.org)

Please use “Finance and Operations Coordinator Application” in the Subject Line.

Deadline for Applications: **Friday 26th January 2018**