

Background:

Muongano Gender Forum and the FSTP scheme are currently being implemented in Kisii and Nyamira Counties. MGF is actively seeking to appoint a Finance Officer to join the finance team, contributing to the daily operations of the projects to ensure accurate and timely processing of accounting information, preparation of MGF reports, statements, and project budgets.

Key Deliverables:

- Apply proper accounting internal control systems and processes in alignment with donor guidelines for financial reporting and project auditing.
- Assist in the preparation of project and activity budgets in accordance with donor requirements.
- Ensure all supporting documents for financial transactions are appropriately authorized and contain correct information.
- Administer the projects' petty cash.
- Prepare monthly, quarterly, and annual finance reports.
- Assist in the management of project funds according to the budget.
- Ensure proper filing for all financial documents.
- Assist with audit preparation.
- Undertake any other tasks required by MGF or as assigned by the project manager.

Qualifications: Experience and Competencies Required:

- A 4-year degree or diploma in accounting, finance, and/or bookkeeping.
- Minimum 3 years of work experience with donor funding.
- Knowledge of Kenyan Government taxation laws.
- Familiarity with computer-based accounting packages.
- Understanding of budget-making processes and financial reporting standards.
- CPA qualifications will be an added advantage.

Competencies and Skills:

- Prior working knowledge of international organizations and/or donor-funded projects is desirable.
- Strong written and oral communication skills.
- Sound organization and planning abilities.
- Excellent attention to detail, accuracy, and problem-solving skills.
- Good interpersonal skills and the ability to develop strong working relationships at all levels of management.
- Demonstrated ability to work effectively as part of a team.
- Fluent in English (knowledge of the local language is an added advantage)

Submit CV and application letter to isfkenya@solidarisuus.fi. By 10th Dec 2023