

VACANCY ANNOUNCEMENT

JOB CATEGORY: **FINANCE AND ADMINISTRATION**

Vacancy Open Period: 12 - 19 October, 2017

ORGANIZATION: **WORKERS RIGHTS WATCH SOCIETY**

Job Title: Finance Officer

Department: Finance and Administration

Reporting to: Programs coordinator

Supervises: None

Contractual Duration: 2 1/2 year renewable contract, which is subject to performance and funding

Location: Kiambu Town – 24/7 Building Suite C5

DESCRIPTION

Job Purpose

The role holder is responsible for overall financial administration of WRW in accordance with legal requirements, highest ethical standards and internationally recognized financial reporting practices.

Job Responsibility

- Ensure that all financial transactions and data are correctly captured in a timely manner and in accordance with policies and procedures;
- Ensure that all financial documents are accurately supported, approved and coded, and that all cheque books, cheque lists, petty cash, LPOs are maintained and filed correctly;
- Processing of payments in a timely manner;
- Ensure all statutory payments such as PAYE, Withholding Tax, NSSF, NHIF and pension are made on a timely basis;
- Manage banking, accounts and balances effectively and efficiently, including undertaking monthly bank reconciliations;
- Undertaking monthly creditors and debtors reconciliations;
- Support management of donor funding and disbursements; and ensure acknowledgment of receipts and financial reporting is accurate, professional and timely;
- Scrutinize plans, budgets, and prepare financial reports;
- Contribute to annual/quarterly budget development and reporting for WRW;

- Ensure that the organization is compliant with all legal requirements regarding taxation, returns, fees and other financial statutory requirements;
- Prepare monthly expenditure in relation to budget reports and inform management on a timely basis;
- Undertake periodic checks of assets and stores are done, and prepare reports on the same for management;
- Assist in preparation of high quality donor and periodic management reports including professional annual financial statements in a timely basis;
- Prepare for and facilitate the execution of audits to ensure successful audits; and Support the Finance Manager in undertaking all finance and budget related responsibilities.
- Any other duties as allocated to you by the coordinator.

Qualifications

An undergraduate course in Accounting, Business Administration, Commerce or a related field; and Professional qualifications in, CPA Part II

The job holder should have at least six months experience in accounting. Experience in NGO set up added advantage

Should be proficient in the use of accounting packages preferably MS Navision and MS Office.

Skills

The job holder should possess the following skills and behavioral competencies:

Planning, Organizing and Delivery of Results

Must be keen on attention to detail

Decision Making

Work Process Orientation

Adapting and Coping

Working in Teams

Good communication skills.

How to Apply

If you believe you fit the profile, submit your application and CV detailing your suitability for the post and including daytime telephone contact and two referees, preferably your current or previous employer to info@workersrightwatch.org quoting the title of the position you are applying for in the subject line. The closing date for this position is Thursday 19th October 2017.

Disclaimer

WRW is an equal opportunity employer committed to ensuring diversity within our organization and will seek to recruit the most qualified person for the job irrespective of race, color, marital status, ethnicity, disability, religion, gender, sexual orientation or nationality. All qualified persons are encouraged to apply. Successful candidates will be contacted for interviews.