

Finance & Administration Assistant at Palladium International

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Company: JobWebKenya

Location: Kenya

Category: office-and-administrative-support

Job Description

Palladium develops and delivers solutions that create positive impact for communities, businesses, societies and economies. We transform lives and create enduring value by working with governments, corporations and non-profit organisations.

Project and Role Overview

Funded under the US President's Emergency Plan for AIDS Relief (PEPFAR) through a cooperative agreement with the US Centers for Disease Control and Prevention (CDC), Palladium Development and Consultancy Kenya Ltd (Palladium Kenya) is implementing 5-year funding to support the Kenya Ministry of Health, county governments, and healthcare service delivery partners to implement technological innovations in health information systems. The Finance and Administration Assistant works as an integral member of Palladium Kenya's Finance team reporting to the Finance & Administrations Lead. The position will be responsible for processing petty cash payments, preparing documents for posting into the accounting system, and ensuring proper filing of documents in hard copies and electronically. The incumbent will be required to be proactive to provide day-to-day financial and administrative support.

Primary Duties and Responsibilities

Accounts Payable

Review and verify vendor invoices before posting into the system, flag and clarify any unusual or questionable invoice items or prices.

Sort, code, and match invoices & set invoices up for payment, enter and upload invoices

into the system.

Track expenses and process expense reports, prepare and process electronic transfers and payments.

Post transactions to journals, ledgers, and other records.

Reconcile vendor accounts balances with the respective statements monthly.

Prepare analysis of accounts, and monitor accounts to ensure payments are up to date.

Resolve invoice discrepancies in liaison with the procurement department.

Maintain vendor files, correspond with vendors, and respond to inquiries.

Produce monthly vendor status reports.

Contribute to month-end close by ensuring that all postings are done, and payable balances cleared.

Provide supporting documentation for audits and maintain accurate records.

Set up vendors in the system and get the same approved.

Pay withholding taxes before the due date to ensure compliance.

Payroll

Assist in preparing staff payroll for review by Finance and Administration lead by the 20th of every month.

Ensure accurate and timely processing of payroll updates including new hires, terminations, and changes to pay rates.

File and keep safe custody of all payroll records and reports of payroll transactions.

Prepare payroll Journal for review before posting.

Process payment for all statutory deductions before the due dates.

Reconcile all payroll-related GLs monthly.

Petty Cash Management

Review petty vouchers before posting.

Post petty cash vouchers on Costpoint.

Perform cash count and prepare petty cash reconciliation.

Maintain the Petty Cash float as per the petty cash policy.

Any other duties assigned by the supervisor.

Office Administration

Maintain office supplies inventory, and ensure the office is sufficiently stocked with supplies.

Maintain records, documentation, and files for finance, operation & administration work.

Analyze spending patterns and advise on cost-saving opportunities.

Initiate office supplies procurement based on stock movements.

Any other office administration duties.

Required Qualifications

Key Competencies Required

Bachelor's degree from a recognized University.

Excellent interpersonal skills and client satisfaction.

Ability to work with minimal supervision.

Ability to pay attention to detail.

Ability to meet strict deadlines.

Maintain confidentiality.

Time management and prioritization skills.

Professional Expertise/Competencies Preferred

Experience working as a finance assistant.

Experience in accounting software.

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