

Finance Assistant at Collaborative Centre for Gender and Development

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Job Description

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Collaborative Centre for Gender and Development (CCGD) is an NGO advocating for gender mainstreaming in Kenya.

Tasks and Responsibilities

The Finance Assistant shall perform the following among other duties and responsibilities:

Job Deception of finance Assistant

Preparation of payment vouchers and writing of the cheques.

Updating and generating monthly reports for Cashbook and Ledger.

Posting general journal entries on the ledger.

Assist in receiving and verifying payment requests, invoices to ensure accuracy and accountability.

Assist in preparation of Petty cash reconciliation.

Printing, Stamping and Filing of Finance documents (receipts, vouchers etc.) and ensure accurate record keeping.

Prepare calculations and payments of NHIF, NSSF and KRA ensuring timely filing and payments of the same.

Assist the Finance team in preparation of audit.

Ensure timely input of data required for preparation of monthly and related financial statements.

Coding and posting voucher entries into general ledger.

Checking and verifying tax compliance of VAT is included in the invoices.

Reconciling of the bank accounts monthly and creditor/debtors accounts and advising on how to resolve any differences.

Monitoring and reinforcing internal controls and any other duties that may be assigned from time to time.

Assist the Accountant in monitoring quarterly expenditure with the donor reporting guidelines.

Advising the program staff on how to prepare requisitions in line with the prevailing and organizational policies.

Ensuring timely payments of monthly payments.

Supporting finance team in preparation of financial reports to donor partners.

Perform any other duties that you may be asked to do from time to time your supervisor and CCGD.

Qualifications and Experience Requirements.

Degree in Commerce/Business with a major in Finance/ Accounting and at least CPA part 2.

Minimum of two-three years progressive experience in an NGO will be an added advantage

Must be conversant in i tax, NSSF and NHIF.

Able to prepare financial reports.

Attention to detail and ability to work under minimum supervision.

A strong command of Microsoft Office Excel and other relevant computer applications

Able to demonstrate hands on experience with QuickBooks Accounting Software.

Solid understanding of Internal Controls, Accounting and Auditing principles.

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