

Finance Assistant Officer at Community Advocacy and Awareness Trust, CRAWN Trust

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Job Description

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CRAWN Trust was established with the aim of promoting citizen's rights from a gender perspective in leadership, governance, socio-economic, and development processes.

Job Summary

Community Advocacy and Awareness Trust (CRAWN Trust) is seeking to recruit a finance assistant Officer . The Finance Assistant will support the financial operations of the organization and ensure timely and accurate financial reports and practices including cash management, payroll, financial disbursements, ledgers etc. The role holder will be responsible for assisting in entering financial information and maintaining all financial records for projects and for the organization.

Key responsibilities:

Maintain all financial records for the organization.

Reconcile cash and bank accounts for grants and maintains accurate bookkeeping records.

Conduct proper book-keeping, accountancy and reporting requirements for all programs and projects.

Assist in conducting financial reviews for the organization in the course of program implementation.

Review the documents and transactions at the organization and ascertain compliance, accuracy, relevance and reasonableness of each transaction

Prepare regular monthly financial status reports of the organization.

Make payments and receives funds in accordance with finance procedures.

Ensure that all accounts records are filed in an orderly manner.

Receive requisitions from other staff and ensures timely approval and disbursement of activity funds in the projects in liaison with the Finance officer and Program Manager.

Document financial transactions by entering account information and coding payment vouchers and files for data processing and/or payment.

Prepare relevant invoices to various clients for payments and maintains debtors' accounts.

Maintain all accounting records and assets register.

Maintain financial security by following internal controls.

File VAT claims-DA1 Forms, Withholding Tax returns, PAYE returns and NGO returns.

Ensure accounting compliance as per CRAWN, government and donor rules and regulations.

Any other responsibilities assigned by the Finance Officer in ensuring that the whole organization runs smoothly.

Requirements

Qualifications

A bachelor's degree of Commerce in Finance or equivalent.

Professional accounting qualification i.e. CPA/ACC

Knowledge in use of sage is an added advantage.

Experience

A minimum of Two years in finance, accounting, or related experience

Experience working with non-profit program management, budgeting, and accounting

COMPETENCIES REQUIRED FOR THE ROLE

Technical competencies

Financial management and reporting

Tax management

Budgeting

Advanced excel skills

Financial systems knowledge

Behavioral competencies

Good communication and report writing skills

Planning and organization skills

Results orientation

Strong collaboration and teaming skills

Attention to detail

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