

Readvert – Finance Officer-Mandera at Islamic Relief

[Apply Now](#)

Company: JobWebKenya

Location: Kenya

Category: business-and-financial-operations

Job Description

Islamic Relief Worldwide is an international humanitarian organisation that provides development programs and humanitarian relief around the globe, regardless of race, political affiliation, gender or belief.

Qualification/ Experience

Preferably a Bachelor's in accounting and finance (finance option) or related field or related field

Minimum of at least 3 years' experience in Finance management in NGO set-up.

Overall Responsibilities

Responsible for maintaining of Donors Budget file along with proposal, accounts, including books, registers, vouchers, and other documents relating to all receipts and disbursement with proper supporting documents, as well as office management duties.

Detailed Duties & Responsibility:

KEY ROLES/RESPONSIBILITIES

Maintain accurate effective financial controls on all transactions incurred as part of project implementation and other related costs.

Ensure all accounting records and supporting documentation for all financial transactions is maintained in a systematic order and in safe and secure condition.

Payments.

Ensure that the payment function is smooth running and suppliers are paid on time.

The vouchers that the Finance Assistant is processing, is up to the standard and as per IR Standards.

Bank

Ensure that bank reconciliation is up to date and check any long outstanding cheques and take action to resolve and manage it.

Ensure that bank opening is properly documented, and signatories are updated and with proper approval from HQ.

Control Accounts

Ensure the staffs advances are adjust on time and in case of not adjustment in reasonable 15 days, final warn the staff and even deduct the advance from staff salary.

Reporting

Ensure that weekly updates are sent to Finance Manager by each Friday.

Ensure that monthly reports are sent to Finance Manager by 5th of following month.

Ensure that BVA review meetings are held with the area manager and budget holders by h of each month.

Tax and other legal payments

Ensure that IRK is following all the legality on payments for staff and suppliers.

Policies and Procedures

Ensure that IRK is following all the policies and procedures.

If some policy is missing, take step to make and implement the new policy.

Manage the cross charge for combine expenses to different projects.

Fund Request:

Ensure that Area Office sends fund request to the Nairobi before 30th of each month.

Ensure that money receivable and payable are managed on time.

Recording

Ensure that the recording and bookkeeping are good.

All the vouchers are entered into the system on time and correctly.

Filling

Ensure that all necessary documents are appropriately filled.

Data entry- Supervisory role on Finance Assistant

Responsible for data entry to the AX.

Ensure all transactions are adequately supported prior to payment/posting.

Ensure that all necessary documents are appropriately filled.

Ensure that all vouchers are well approved before payments/posting.

Keeping safe custody of files — Supervisory role on Finance Assistant

Maintain and keep the vouchers in safe custody, maintain file for reconciliation related to the field office.

Ensure that vouchers are sent to Nairobi by 10th of the following month.

Donor and project files– Supervisory role on Finance Assistant

Maintaining all the donors' files (each new file for each new project)

Training and Capacity building of the staff

Ensure the finance staff are properly trained and they are building their capacity during on job training.

General understanding

The staff is expected that he/she will also follow any other duty that his/her supervisor will assign to him/her.

The Finance Manager has full authority to change any or all the responsibility for the staff and authority to change the designation of the staff.

Perform any other duties as requested by his/her line manager.

Requirements

Qualifications/Experience/Skills:

Bachelors in accounting and finance (finance option) or related field.

At least 3-year experience in Finance management in NGO set-up.

Proven skills and knowledge in accounting systems

Effective IT Skills (Word & Excel).

Communication, tact, and negotiation skills.

Problem solving.

Flexible and patient.

Fluent in Written and spoken English.

Personal requirements

Ability to cope with stress and live in environment with very basic living condition.

Very strong interpersonal skills: strong communication and diplomatic skills

Flexibility to respond to changing nature of humanitarian context and operational difficulties.

Excellent analytical skills, observation, and analysis capacity

Ability to plan and output oriented (pro-active)

Ability to adhere to deadlines and respect line management.

Readiness to commit and adhere to the values, mission, and vision of IR Kenya

[Apply Now](#)

Cross References and Citations:

1. Readvert – Finance Officer-Mandera at Islamic Relief DallasjobsJobs Kenya

Dallasjobs ↗

2. Readvert – Finance Officer-Mandera at Islamic Relief Videographerjobs Jobs Kenya

Videographerjobs ↗

3. Readvert – Finance Officer-Mandera at Islamic Relief CeojobsJobs Kenya Ceojobs ↗

4. **Readvert – Finance Officer-Mandera at Islamic Relief MoroccojobsJobs Kenya Moroccojobs** ↗
5. **Readvert – Finance Officer-Mandera at Islamic Relief ScrumjobsJobs Kenya Scrumjobs** ↗
6. **Readvert – Finance Officer-Mandera at Islamic Relief CraigsjobsJobs Kenya Craigsjobs** ↗
7. **Readvert – Finance Officer-Mandera at Islamic Relief Polandjobs Jobs Kenya Polandjobs** ↗
8. **Readvert – Finance Officer-Mandera at Islamic Relief ManchesterjobsearchJobs KenyaManchesterjobsearch** ↗
9. **Readvert – Finance Officer-Mandera at Islamic Relief GuatemalajobsJobs Kenya Guatemalajobs** ↗
10. **Readvert – Finance Officer-Mandera at Islamic ReliefSportsjobsJobs Kenya Sportsjobs** ↗
11. **Readvert – Finance Officer-Mandera at Islamic ReliefBangkokjobsJobs Kenya Bangkokjobs** ↗
12. **Readvert – Finance Officer-Mandera at Islamic ReliefOfficerjobsJobs Kenya Officerjobs** ↗
13. **Readvert – Finance Officer-Mandera at Islamic ReliefManagerjobsnearme Jobs KenyaManagerjobsnearme** ↗
14. **Readvert – Finance Officer-Mandera at Islamic ReliefDhakajobsJobs Kenya Dhakajobs** ↗
15. **Readvert – Finance Officer-Mandera at Islamic ReliefCaregiverjobs Jobs Kenya Caregiverjobs** ↗
16. **Readvert – Finance Officer-Mandera at Islamic ReliefOmanjobs Jobs Kenya Omanjobs** ↗
17. **Readvert – Finance Officer-Mandera at Islamic ReliefTunisiajobs Jobs Kenya Tunisiajobs** ↗
18. **Readvert – Finance Officer-Mandera at Islamic ReliefStudentjobsnearmeJobs Kenya Studentjobsnearme** ↗
19. **Readvert – finance officer-mandera at islamic relief Jobs Kenya** ↗
20. **AMP Version of Readvert – finance officer-mandera at islamic relief** ↗
21. **Readvert – finance officer-mandera at islamic relief Kenya Jobs** ↗

22. **Readvert – finance officer-mandera at islamic relief Jobs Kenya** ↗
23. **Readvert – finance officer-mandera at islamic relief Job Search** ↗
24. **Readvert – finance officer-mandera at islamic relief Search** ↗
25. **Readvert – finance officer-mandera at islamic relief Find Jobs** ↗

Source: <https://ke.expertini.com/jobs/job/readvert-finance-officer-mandera-at-islamic-reli-kenya-jobwebkenya-a617d496c2/>

Generated on: 2024-05-05 by Expertini.Com