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**JOB DESCRIPTION**

**Finance and Administration Officer, East Africa Office**

Responsible to: Director ARTICLE 19 Eastern Africa

Key relationships: Nairobi based Programme Officers, Head of International Finance (London), ARTICLE 19 global finance team

Starting salary: Gross salary Ksh 150,000 per month

Working hours: 37.5 hours per 5 day week

Location: ARTICLE 19 East Africa office in Nairobi, Kenya

Special conditions: The post-holder must have the right to work in Kenya.

 Occasional evening/weekend work and travel within Africa may be required.

Contract: 2 years, renewable subject to funding

**JOB SUMMARY**

The post-holder will be responsible for ensuring the maintenance and smooth functioning of all Article 19 finance and administrative operations associated with the Nairobi office. This will include the processing and recording of all financial transactions made by the office, all financial reporting to Article 19 London office, and to funders, managing relationships with suppliers and partner organisations and the management of office reception, contracts, supplies, and stationery and filing systems. The post holder will also provide support to the Director in the co-ordination and recording of meetings, supervising volunteers and interns and supporting other programme activities as necessary.

**SPECIFIC RESPONSIBILITIES**

**Financial**

* Ensure all bona-fide payments (to partners, staff and suppliers) are correctly authorised, recorded and paid.
* Ensure all other bona-fide financial transactions (bank-transfers, cash advances and petty cash) are correctly authorised, recorded and paid.
* Reconcile all bank accounts monthly.
* Ensure all income due to the organisation is received promptly
* Ensure all transactions are correctly recorded on the Article 19 East Africa accounting system (with correct account code and project code).
* Produce accurate periodic finance reports for various stakeholders, including the monthly submission of accounts to ARTICLE 19 London.
* Manage all relationships with the bank, including collecting cash and foreign currencies, managing transfers between bank accounts and managing cash-flow.
* Prepare quarterly cash-flow reports.
* Prepare annual accounts
* Manage the relationship with the auditor, and ensure annual accounts are promptly and accurately prepared.
* Ensure monthly deductions and remittances of statutory taxes for staff, contractors and consultants.
* Assist Article 19 Eastern Africa Director in with the preparation of the annual budget and project specific budgets as may be required
* Assist with general administrative, communication and personal assistant tasks.

**Commercial Office Contracts and Services:**

* Ensure staff insurance and public liability insurance is up to date.
* Review and update contracts for office equipment including service agreements, and liaise with maintenance engineers.
* Review and maintain all service agreements, such as (but not exclusively): lease, office cleaning, health and safety, insurances, fire regulations and security contracts.
* Maintain the general filing system of ARTICLE 19 Eastern Africa, including memorandums and legal documents, lease, insurance, grant contracts, other contracts and minutes
* Ensure that the filing system meets the needs of the organisation at all times.
* Maintain an adequate level of office supplies.
* Maintain office contacts database.

**Other:**

* Provide support to the Director
* Supervise interns and volunteers.
* Provide support to other programme activities as required.
* Undertake such other tasks as may reasonably be assigned by the Kenya office management

**PERSON SPECIFICATION**

* Qualified accountant, or studying for final accounting examinations
* Experience in multi-donor financial accounting and management
* Experience in office management and logistical support
* Excellent written and spoken English
* Fluency in other language widely spoken in Eastern Africa
* Excellent IT skills, especially use of Excel and accounting packages
* Proactive approach to work and good self-motivation
* Excellent inter-personal skills, ability to deal with people from different cultures
* Ability to work flexibly and to adapt to changing demands and circumstances
* Commitment to work within ARTICLE 19’s philosophy and objectives