



Network of African National Human Rights Institutions (NANHRI)

P.O. Box 74359 – 00200 Nairobi, Kenya, 3rd Floor CVS Plaza, Lenana Road,

Email : info@nanhri.org

Website: www.nanhri.org

Job Title: Finance and Administration Officer (F&AO)

Department: Finance and Administration

Location: Secretariat, Nairobi

Reports to: Executive Director

Duration: One-year contract, renewable

Job Purpose

The role holder will support the NANHRI program team in financial and administrative tasks. The F&AO will be responsible for all aspects of financial management and control, and general administration duties of the NANHRI Secretariat office. S/he will work closely with the Executive Director, Finance and other Secretariat staff at HQ, to develop and strengthen good financial management and administration practices in line with NANHRIs and donors' organizational policies and procedures, and in compliance with relevant laws of Kenya.

Role and Scope of Services

The Finance and Administration Officer will be responsible for leading, managing, tracking and reporting on financial management. The duties and responsibilities of the finance and administration officer include the following:

a) Financial Management:

- Preparing donor budgets proposal and the NANHRI annual income & expenditure projection;
- Prepare profit and loss statements, analyze revenue and resolve accounting discrepancies;
- Prepare the donor financial reports and the NANHRI internal reports;
- Prepare and process all accounting transactions such as disbursement, cash receipts, journal entries and advances which are in accordance with NANHRI finance and accounting policies and procedures;
- Ensure timely submission of monthly requests, reconciliations and financial statement reports;
- Maintain accurate bank records of cash withdrawals and deposits;
- Provide administrative, logistical, and procurement support to the team, including payment to events participants, transportation and accommodation arrangements, and ongoing operations;
- Coordinate with external auditors during audits and prepare financial audit documentation;
- Manage the presentation, circulation, filing and archiving of accounting and financial documents.

b) Budget Management

- Assist program officers in compiling, managing, monitoring, and tracking the project budget spending;
- Ensure proper function of logistical operations including travel & events organization;
- Ensure maintenance of up to date assets register;
- Work with the program team to forecast financial transaction needs and support in identification and recruitment of suppliers/vendors based on project rules and regulations;
- Participate in virtual/in-person periodic check-ins with the program team, Steering Committee and the General Assembly and other partners, as required.
- Work with the program team in implementation of programs and budget through regular reviews, ensuring the integrity and quality of the unit's budget data.

c) Human resource and Administration

- Support recruitment processes and onboarding staff;
- Ensure timely processing of bills and salaries of employees, vendors;
- Coordinate the performance appraisal for the NANHRI staff;
- Lead interactions with external suppliers/vendors including consultants;
- Perform other duties as assigned by the Executive Director.

Professional Competencies.

- Minimum 5 years of relevant work experience in financial management and program administration;
- Bachelor's degree in accounting, finance and administration, or a related degree;
- Experience on the EU funded programs and reporting will be considered an asset;
- Excellent Excel and Microsoft Office skills is a must, especially for functions relevant to financial management and accounting;
- Excellent Quick Books expertise will be considered an asset
- Must be conversant with financial and accounting terminology;
- Excellent written and oral communication skills in English language;
- Good time management skills and ability to work in fast-paced environment;
- Very good customer service skills – must be able to work effectively with colleagues; from diverse cultural backgrounds and technical expertise;
- Experience in not-for-profit organisations is an asset;
- Must be dynamic and take initiative;
- Must be a team player.

The position is open to Kenyan nationals only

Interested individuals should submit their CV and a written application/Cover Letter to the below to: info@nanhri.org and copy to dnguti@nanhri.org with the job position you are applying for as the subject of the email, latest by 31 July 2022.

NANHRI is an equal opportunity employer. Applications are particularly encouraged from women.

Please note that only shortlisted candidates will be contacted.