



Network of African National Human Rights Institutions (NANHRI)

Job Title: Finance and Administration Officer

Department: Finance and Admin

Location: Secretariat, Nairobi

Reports to: Executive Director

Duration: One-year contract, renewable

Job Purpose

The role holder will support the secretariats program and finance and admin teams 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 and tracking of activities implemented by the NANHRI Secretariat. The duties and responsibilities of the finance and administration officer include the following:

a) Financial Management:

- Preparing budgets according to the programme needs and staff numbers
- Prepare profit and loss statements, analyze revenue and resolve accounting discrepancies
- 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 with compiling, managing, monitoring, and tracking budget (e.g., organizing invoices, checks, & other financials) and preparing financial/funding reports, when deemed necessary as per the statutory and donor requirements.
- 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 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 management

- Support recruitment processes and onboarding staff
- Ensure timely processing of bills and salaries of employees, vendors and providing solutions to financial problems.
- Performance appraisals of direct reports
- Lead interactions with external suppliers/vendors including consultants.
- Perform other duties as assigned from time to time

Person Specifications

- 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 communication skills in English language
- Good time management skills and ability to work in fast-paced environment
- Superb customer service skills – must be able to work effectively with colleagues from diverse cultural backgrounds and technical expertise
- 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 28 February 2023**.

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