



## **JOB PROFILE**

**Title:** Finance and Administrative Officer (Grade 4)

**Report to:** Beyond Zero Coordinator

### **Job Purpose:**

The Finance Officer shall coordinate and maintain financial records in an accurate and up to date manner and provide accounting information for decision and planning within the Secretariat and among stake holders. Shall also coordinate and maintain general operational and administrative functions of the Secretariat.

### **Duties and responsibilities**

- Ensure compliance for budgets, activity reporting, petty cash management at the Secretariat;
- Procure for office supplies and equipment
- Implement finance and administrative sub-systems to enhance functioning of the Secretariat;
- Coordinate transport as required
- Provides operations and administrative support for the Head of the Campaign, Management committee and coordinates NSC Steering Committee and Technical Advisory meeting logistics
- Provide good quality drafts, reports, minutes of meetings, edit and disseminate as required
- Adherence to the laid down procedures and financial regulations
- Work in close liaison with the NACC Finance and Administration Department
- Ensure timely and accurate examination of all vouchers for approval and further ensure that all payments processed are within approved work plan & budget
- Prepare monthly bank reconciliations
- Prepare periodic progress reports and annual reports showing organizational achievements against planned targets as well as providing justification for performance variances and areas of improvement
- Facilitate suppliers with their payments and inquiries and prepare monthly creditors accounts reconciliation
- Facilitate external auditors on matters of final accounts
- Ensure availability of documents for review by authorized officer and or institutions
- Ensure all accounting documents, reports and returns are safely and properly kept
- Manage the Secretariat's filing and ensure safe custody of all accounting documents and all Beyond Zero assets

- Plan, monitor, and participate in the evaluation and assessment of staff performance against set targets and objectives and implement action plans aimed at building the capacity of individuals

### **Professional qualifications and relevant experience**

Served in a comparable position for at least five (5) years;

Must possess:

- (i) A Master's degree in either Business Administration (MBA), Economics, Finance, Commerce or equivalent and relevant qualifications in a financial related discipline from a recognized university;
- (ii) Member of Institutes of Certified Public Accountants (CPA) K or Certified Public Secretaries or other relevant profession;
- (iii) Computer application skills; and
- (iv) Shown merit and ability as reflected in work performance and results.

### **Key skills**

- Strong organization skills and experience
- Good administrative capacity
- Experience in fund or cost accounting, budgeting, computerized bookkeeping, and computer user support
- Should have personnel experience, including benefits administration, and supervision.
- Good written and verbal communications skills, flexible to work long hours
- An analytical mind and the ability to create organizational and financial systems to support the setting up of a new project
- Knowledge of Public Sector Financial Regulations and Procedures
- Posting and Maintenance of General Ledger and Cash Books