

## Job Vacancy

# Finance Officer (DRC Buru Buru Office)

The Danish Refugee Council has been providing relief and development services in the Horn of Africa region since 1997. The DRC Kenya Program seeks a qualified candidate for the above position.

### **JOB SUMMARY**

To provide the Urban Project Coordinator and the Urban Program Team (Buruburu & Mombasa) with financial support including processing all income and expenditure, inputting transactions onto the Navision accounting system within the Urban Program.

The job holder will report to the Urban Project Coordinator with technical liaison to the Finance Controller.

### **RESPONSIBILITIES**

- Responsible for maintaining of the bi-monthly cashbook.
- Ensure that bi-monthly cash books are sent to the Country Office for review not later than the 15<sup>th</sup> and 5<sup>th</sup> of the following month.
- Daily booking of expenses into the cash-book.
- Responsible for petty cash administration/reporting.
- Ensure that financial information is processed in accordance with DRC Finance procedures/processes
- Maintain, control and reconcile cash and bank balances on a daily basis.
- Responsible for processing of payments, staff advances and reimbursements.
- Ensure that all payments are adequately supported with relevant receipts from the suppliers, Evidence of receipt of the goods/services (where appropriate) is annexed
- Ensure that documented authorization limits are followed as stipulated in the IDRA.
- Ensure payments are in accordance with approved budgets
- Ensure withholding tax, VAT and utility bills are made on time.
- Ensure that proper authorization has been obtained before any payment takes place
- Processing all payments in a timely manner and not later than two weeks from the date of submission.
- Track all expenditures made against available budgets and flag up any potential over/under spending.
- Review purchase requests to eliminate any overspending of donor budgets.
- Maintain a register of advances to staff indicating the advance holder, amount advanced, date of advance and date liquidated.
- Ensure the advances withdrawn are duly approved and are within the advance holders authorized limits
- Responsible for efficient archiving of all finance documents and that location of documents is clearly documented and archived for easy retrieval

- Responsible for scanning of all financial vouchers and sending to Country Office one month after closing the Cashbook.
- Preparation of variance reports on spending plan verses actual expenditure on a monthly basis
- Undertake periodic project audits and report on areas of possible improvement.

#### **REQUIRED SKILLS & QUALIFICATIONS:**

- Minimum of Bachelor's degree in Finance or Accounting
- Minimum of CPA Part 11
- At least 4 years' experience in working in an I/NGO setting
- Knowledge of Navision accounting software
- Knowledge of donor reporting requirements (UNHCR, ECHO, BPRM)
- Ability to work in a busy office, demanding high levels of concentration to ensure accuracy

#### **THE JOB HOLDER IS EXPECTED TO DEMONSTRATE THE FOLLOWING CORE COMPETENCIES:**

- **Striving for excellence:** Focus on reaching results while ensuring efficiency.
- **Collaborating:** Cooperate with and involve relevant parties, actively seeking their opinion
- **Taking the lead:** Take ownership and prioritize job according to DRC's overall vision and goals.
- **Communicating:** Write and speak effectively and honestly while adjusting style and tone to the situation. Listen actively to others and involve them in the dialogue.
- **Demonstrating integrity:** Act in line with DRC's vision, values and collaboration standards. Actively involve, respect and empower our stakeholders.

#### **APPLICATION & CV**

Qualified candidates are invited to submit their applications: Each application should include:

- One page cover letter outlining why you think you are the best candidate and how your skills and experience fit into this position.
- CV (not more than 2 pages) including three professional referees with complete contact information.

Send your application to: [drcjobs@drckenya.org](mailto:drcjobs@drckenya.org) and indicate "Finance Officer – DRC Buru Buru Office" as the subject heading. The closing date for receiving applications is **15<sup>th</sup> July, 2018**.

***Danish Refugee Council does not charge any kind of fee at any stage of the recruitment process nor does it use recruitment agents.***