

## FINANCE & ADMINISTRATION OFFICER

**OUR CLIENT** - based in Nairobi, is a multi-material producer responsibility organization focusing on packaging for non-hazardous products in Kenya focused on accelerated growth of Kenya's Recycling Ecosystem towards the Zero Waste concept in Kenya

**RESPONSIBILITY** - Providing support in Finance/Accounting and Administrative functions for a high-quality, results-oriented performance business.

**REPORTING** - Chief Administrative Officer.

**CONTRACT PERIOD** – 1 year(renewable)

### TASKS AND RESPONSIBILITIES:

#### Finance Management:

- Lead the development of finance policies, procedures and setting up accounting systems.
- Prepare departmental and organizational budgets for Board approval. Ensure accurate implementation.
- Manage all accounting and financial management activities.
- Preparation and presentation of necessary periodic reports.
- Ensure transparent management of all funds evidenced by unqualified reports to all stakeholders including donor funds as per grant agreements
- Schedule and facilitate smooth and timely audits for legal and regulatory compliance.
- Digitization of all accounting and financial management functions and processes
- Develop and maintain an updated risk management register
- Develop and maintain an updated asset register
- Maintenance of good relationships with all finance stakeholders including banks, partners, donors, clients etc.

#### Administration Management

- Support the design and improvement of systems, policies, processes and guidelines for efficient and streamlined administration
- Support objectives setting, monitoring and evaluation to track individual, teams, projects and organisational performance for reporting to the Board & other stakeholders.
- Work with the Chief Administrative Officer to manage administration and office costs
- Support management of administrative activities including procurement and travel
- Participate in planning organising and management of major organisational events
- Any other tasks as may be delegated by the Chief Administrative Officer

### Qualifications, experience & competencies:

- I. Bachelor of Commerce (Accounting or Finance Option) or Equivalent.
- II. Holder of CPA (K) or Equivalent
- III. At least three (3) years' relevant work experience in a similar role with a comparable organization or in an FMCG
- IV. Sound knowledge of general accounting principles, regulatory standards, and compliance requirements with accuracy and attention to detail
- V. Proficiency in MS Office, including the ability to operate computerized accounting and spreadsheet programs
- VI. Excellent interpersonal, leadership, team playing, communication and presentation skills.

We invite applications from candidates who meet the above requirements. Send a cover letter and Curriculum Vitae to [recruitment@maximushumaninvestment.co.ke](mailto:recruitment@maximushumaninvestment.co.ke) on or before 24<sup>th</sup> November, 2023. Email subject: **FAO/KPR/001**