

FINANCE AND ADMINISTRATION OFFICER

OUR CLIENT is a non-profit company based in Nairobi whose core mission is to build labor market capacity through fellow East African employers and business associations using a Trainer of Trainers approach. The client applies the Danish labor market model as inspiration, which is founded on a high degree of worker formalization, and strong bi- and tri-partite dialogue

The client is seeking a talented and experienced Finance Officer to join the regional team based in the Nairobi Office.

Reporting: East Africa Manager (Line management by: Finance Controller).

Contract period: 12 months, inclusive of a 3-month probation period.

Tasks and Responsibilities:

1. **Transaction Processing:** daily bookkeeping of records in QBS online.
2. **Cash & Bank Management:** Reconcile bank statements every month – including credit card and debit cards, monitor debit cards and credit card balances, manage petty cash, and perform regular physical cash counts.
3. **Audit Support:** Retrieve sampled vouchers and ensure digital archives are up-to-date.
4. **Statutory Compliance:** Ensure timely payment of statutory deductions to relevant authorities
5. **Procurement;** Support in related process.
6. **Cash withdrawal:** Cash withdrawals from debit/ Credit cards during staff travel prompt reconciliation
7. **Budgeting:** Support during the budget process
8. **Assets:** Managing assets register and updating it regularly, ensuring new assets are coded/tagged and insured. Support in processing claims from insurance companies.
9. General administration support

Requirements

1. 1–3 years of accounting experience. Strong preference for candidates from humanitarian/development sectors.
2. A Bachelor's degree in Accounting, Finance, or Business Administration from a recognized university.
3. Completion of intermediate accounting certifications (**CPA Part II** or **ACCA Level II**) is mandatory.
4. Hands-on experience with **QuickBooks** Online is mandatory
5. Advanced Excel skills (VLOOKUPS, pivot tables)

Critical Soft Skills

1. **Integrity & Transparency:** Adherence to strict "Zero Tolerance" policies regarding fraud and corruption.
2. **Attention to Detail:** Precision in recording multi-currency transactions and identifying discrepancies.
3. **Cultural Sensitivity:** Ability to work effectively in diverse, remote field environments.

*We invite applications from candidates who meet the above requirements. Send a cover letter and Curriculum Vitae to recruitment@maximushumaninvestment.co.ke on or before 8th February, 2026. Email subject: **FO/001**.*