



Terms of Reference (ToR): Finance Officer

1. Assignment Information

Assignment Title	Finance Officer
Cluster/Sector	Humanitarian Development
Duty Station	Nairobi

2. About ADRA Kenya

ADRA Kenya (the Adventist Development and Relief Agency Kenya) is a faith-based agency that strives to demonstrate God’s love and compassion. We work to change the lives of people in need so profoundly so that they can help themselves and create positive change around them.

3. Job Description (Summary)

Under the direct supervision of the Finance Manager, the position will be responsible for Financial Management, Accounting and Reporting for donor funded projects. The broad tasks include (1) Review & verification of transactions (2) Payments (3) Posting of transactions (4) Filing and record keeping (5) Budget monitoring and control (6) Account reconciliations (7) Financial reporting.

4. Specific Tasks

- Verify and ensure complete and proper documentation of project activity-related payments.
- Initiate B2C MPESA transfers to project participants in a timely manner.
- Track and ensure that all project participants are paid .
- Track and ensure prompt submission of expenditure reports/surrenders by project staff upon completion of an activity.
- Verify the expenditure reports/surrenders for correctness and completeness.
- Post approved transactions into the SUNPLUS accounting system.
- Prepare Admin/Project reconciliations.
- Prepare Bank/MPESA accounts reconciliations.
- Ensure completeness of JV documentation for filing.
- Scan journal vouchers complete with support documentation and file in sharepoint
- Promptly file hard copy Journal vouchers into clearly labelled box files.
- Obtain and file acknowledgement document (receipt or otherwise) for all payments.
- Ensure assets register and inventory listing is updated and reconciled with ledger.
- Ensure Staff personal accounts are cleared every month as per policy.
- Prepare cash flow projections in liaison with the technical project staff.
- Monitor project budget burn rate for optimal project performance
- Ensure completeness of posting of transactions for up to date reporting
- Extract monthly Financial reports from sunsystems and circulate to management

- Prepare accurate donor reports in a timely manner

5. Desired Competencies and Minimum Qualifications

Education	<input type="checkbox"/> University degree in Accounting or Finance and/or Professional qualification in Accounting.
Experience	<input type="checkbox"/> At least (3) year's experience in accounting and financial management of donor funded projects in an NGO setting.
Competencies & Capabilities	<input type="checkbox"/> Excellent communication skills (written and oral) and interpersonal and analytical skills. <input type="checkbox"/> Proven ability to interpret and implement policies and guidelines <input type="checkbox"/> Solid organization and time-management skills and keen attention to detail, especially in managing multiple tasks and keeping clear records. <input type="checkbox"/> Ability to manage varied functions both in the field and the office. <input type="checkbox"/> Proficiency in MS Office suite and excellent typing skills. <input type="checkbox"/> Team-player

6. Application Procedure

Suitably qualified and interested candidates should submit their applications through <https://adrakenya.org/get-involved/join-our-team> by 26 January 2025 Applications sent through e-mail or any other means will **NOT** be accepted.

At ADRA, we are committed to safeguarding and protecting the communities, staff and other people we work with. We will do everything possible to ensure that only those who can promote a working environment free from abuse or harm to anyone who works with or comes into contact with ADRA are recruited. This post is subject to a range of vetting checks, including a criminal records disclosure.

