



## **FINANCE & ADMINISTRATION OFFICER**

**JOB TITLE:** Finance & Administration Officer  
**LOCATION:** Nairobi  
**REPORTING TO:** Chief Executive Officer

The Finance & Administration Officer shall be responsible for driving the financial and administration processes to conduct office administration and to generate reliable, transparent & timely financial and administrative information required by the Institution of Surveyors of Kenya (ISK) to manage its resources.

### **SPECIFIC RESPONSIBILITIES**

1. Prepare, analyze and monitor financial reports, budgets, and monthly cash flow forecasts to support strategic decision-making.
2. Ensure that proper financial procedures/systems are operated and maintained in compliance with relevant institutional policy and accounting standards including relevant government laws and donor policies
3. Oversee daily financial operations, including accounts payable and receivables, payroll, and general ledger functions.
4. Ensure timely and accurate examination of all vouchers for approval and further ensure that all payments processed are within approved work plan & budget
5. Prepare and maintain an inventory of the institution assets for accounting and insurance purposes;
6. Direct and oversee all aspects of administrative support for the Institution including but not limited to office management, human resources support, staff welfare and logistics.
7. Oversee the procurement for the Institution including managing the inventory of supplies as well as the supplier database; and
8. Performing any other lawful duties as may be assigned.



## **JOB SPECIFICATIONS**

### **Qualifications**

1. A Bachelor's degree in Commerce or Business Administration or a related field from a recognized University.
2. Professional Certifications such as CPA(K) or its equivalent from a recognized institution;
3. At least 8 years' experience in handling finance and administration preferably in a membership-based organization or Non-Profit Making Organization;
4. Membership of a relevant Professional Body will be an added advantage;
5. Professional training in Human Resource and Administration will be an added advantage;
6. Demonstrated experience in resource mobilization will be an added advantage.

### **Key Competencies**

1. Have demonstrated high understanding of finance and accounting matters;
2. Have experience in office administration and leading people;
3. ICT proficiency;
4. Excellent written and communication skills;
5. Ability to work independently with minimal supervision.
6. Strong interpersonal skills

### **How to Apply**

Interested and qualified candidates should log onto the ISK website on [www.isk.or.ke](http://www.isk.or.ke) for detailed requirements, qualifications, and instructions on how to submit their application. Dully filled and signed *ISK Job Application form 2026*, cover letter and CV should be sent by email to the CEO via [recruitment@isk.or.ke](mailto:recruitment@isk.or.ke) on or before **20<sup>th</sup> January 2026**.

Kindly note that **ONLY** shortlisted candidates will be contacted.

**Note: ISK is an equal opportunity employer.**