



VACANCY ANNOUNCEMENT

Position Title	Cashier
Number of positions	One(1)
Duty Station	Isiolo- Kenya

Organisational background:

Founded in 1979, Action Against Hunger (AAH) is an international humanitarian organization that delivers programs in over 44 countries. Recognized worldwide as a leader in the fight against hunger, our mission is to save lives through the prevention, detection, and treatment of malnutrition, especially during and after emergency situations and conflicts. From crisis to sustainability, Action Against Hunger tackles the underlying causes of malnutrition and its effects. By integrating our programs with local and national systems, we further ensure that short-term interventions become long-term solutions. With head offices in France, the United Kingdom, Spain, the United States and Canada, our international network shares its combined resources, breadth of experience and technical expertise in pursuit of a world without hunger.

Action Against Hunger has been present in Kenya since 2001 and is a transformative leader in nutrition security for improved quality of life among vulnerable communities. Action Against Hunger wants to **contribute to the optimal functional performance of National, County, and Community systems** through strategic partnerships for **innovative** nutrition-sensitive and nutrition-specific interventions to achieve its impact. Action Against Hunger is currently implementing activities in West Pokot, Mandera, Samburu, Isiolo, Trans Nzoia, Kakamega, Bungoma and Busia counties.

Action Against Hunger- Kenya Program is looking for a **Cashier** to be based in Isiolo-Kenya.

The Positions and responsibilities:

The role reports hierarchically to the program Manager and technically to the Roving Finance Assistant -Kenya Mission.

Objective 1: Manage Base Petty Cash

- Enter advance requests in the advance book;
- Prepare petty cash Payments for the Base for Field administrators to approve
- Receive and check the eligibility of invoices submitted for payment.
- Enter purchase invoices in cash book excel to be imported to saga
- Close the cash account every month: physical counting, printing of accounting documents, check supporting documents;
- Consolidate Cash Forecast for the Base.
- Pay salary advances

Objective 2: Cash & Bank Management

- Organise and check the timely receipt of the bases' monthly accounting
- Check accounting document information, including consistency between vouches and cash books, physical counting and balances;
- Check the bases' electronic accounting consistency: accounting codes, project codes, budget lines, titles;
- Check and ensure invoice eligibility;
- Check accounting voucher submissions (translation, numbering, layout);

Objective 3: Review of documentation, filing & archiving

- Review of all Finance documentation at the base to ensure completeness.
- Double Filing and archiving at Base level per month per donor and filing of grants/ finance related documentation.

The above tasks are not limited and can be added to, modified or changed according to the changing needs of the department.

Internal & External relationships	
Internal	<ul style="list-style-type: none"> • Communicate and exchange of information other departments within the organization and field staff. • Work closely and in collaboration with the HOD- Finance and Exchange of information • HOD- Finance: hierarchical relationship – technical support – exchange of information • Logistics Officer: Payment of suppliers • Base Administrators: Payment of supplier, general finance support/ clarification
External	<ul style="list-style-type: none"> • Suppliers : liaise with suppliers for any finance matters and payment • Auditors: Provision of documents for audit

REPORTING RESPONSIBILITIES
<ul style="list-style-type: none"> • Cash and Bank Reconciliations • Cash Forecasts • Monthly Accountancy.

POSITION REQUIREMENTS	
QUALIFICATIONS	
<ul style="list-style-type: none"> • Undergraduate Degree in Business Management or its equivalent. • Any level of CPA will be an added advantage • Flexible and adaptable to changing work conditions. 	
SKILLS & EXPERIENCE	
ESSENTIAL	<ul style="list-style-type: none"> • Minimum one year of professional finance or accounting experience, preferably in an NGO • Knowledge of finance/accounting procedures. • Demonstrated planning and organizational skills as well as verbal and written communication • Proficiency in computer skills to include spread sheets, internet/e-mail, accounting package • Knowledge of techniques used in maintaining balancing and classing accounts in an accounting system
PREFERRED	<ul style="list-style-type: none"> • Ability to pay attention to detail • Self-starter with a strong desire to promote and implement continuous improvement endeavors

How to apply

Applications, including CV with cover letter and 3 professional references to be sent via email to: hr-recruitment@so-actionagainsthunger.org not later than **21st February 2019** clearly mentioning the position on the subject line. e.g **Cashier -AAHK** Only Shortlisted candidates will be contacted for interviews. Female candidates are encouraged to apply.