



VACANCY ANNOUNCEMENT

Position Title	Roving Finance Assistant
Number of positions	One(1)
Duty Station	Nairobi-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 **Roving Finance Assistant** to be based in Nairobi.

The Positions and responsibilities:

The role reports hierarchically and technically to the Capital Finance Officer Kenya Mission.

Objective 1: Accountancy

- Reception of monthly accounting documents from the bases and the Capital.
- Verification of the proper documentation against the cashbooks.
- Verification of procedures applied and their compliance.
- Keeping a monthly record of Nairobi office and base payment vouchers in Nairobi office.
- Submit to his/her supervisor a report on missing and improper documents between the departments.
- Follow up on the missing and improper documents sent back to the bases.
- Focal person for external audits for submitting the required receipts or preparing the package to send to Headquarters in case of internal audits to be done at HQ level.

Objective 2: Cash & Bank Management

- Making cash payment and the custodian of Nairobi office cash box.
- Managing the work advances as per the ACF policy.
- Record all working advances in the advance book and follow up on their clearance by staff.
- Make cash count as per set requirements- weekly and end month.

Objective 3: Review of documentation, filing & archiving

- Review of all documentation to ensure completeness.
- Printing of donor expenses reports and filling in a monthly basis.
- Responsible for retrieving, preparation and production of documents needed for audits.
- Follow with Base Admins to ensure that they send monthly documentation to Nairobi office on a timely basis.
- Filing and archiving at Nairobi level per month per donor and filing of grants/ finance related documentation.

Objective 4: Auditing

- Provide auditors with necessary documentation during audits.
- Follow up on recommendations provided by auditors to ensure that they are adhered to.

Objective 5: Support to Field / Bases

- Visit the field bases regularly, provide recommendations and follow up on action points raised.
- Provide support for all bases on financial issues.

Objective 6: General Finance

- Raise all payments vouchers & petty cash vouchers at Nairobi level.
- Liaise with the respective department for any discrepancy/ missing or clarification in procedure.

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

REPORTING RESPONSIBILITIES	
<ul style="list-style-type: none"> • Cash reconciliations • Field returns status 	
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

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

- 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 **Roving Finance Assistant-AAHK** Only Shortlisted candidates will be contacted for interviews.
Female candidates are encouraged to apply