



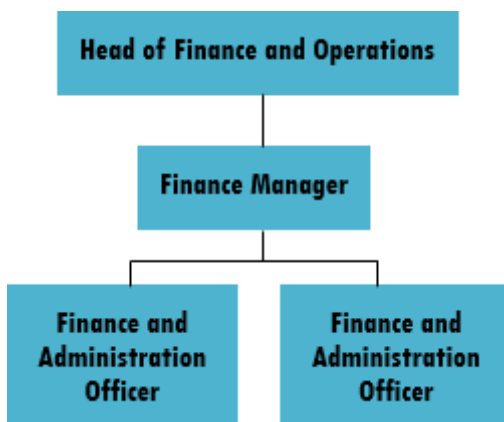
Rift Valley Institute Job Description Finance and Administration Officer

Title of post: Finance and Administration Officer

Employment type: Fixed Term to the end of 2025 (renewable subject to funding and performance), Full time employment

Location : Nairobi, Kenya

Reporting structure: This role reports directly to the Finance Manager



Purpose

The main purpose of the role of Finance and Administration Officer is to ensure the day-to-day operations of the RVI Nairobi office are efficient through effective administration, finance and logistical functions. The individual will process financial records, ensuring policies and procedures are followed for all financial transactions as well as support general administration of the Institute and its various activities including providing logistical support to the Executive Management team.

Key Working Relationships

- Has regular contact with all budget holders/programme managers in ensuring compliance to Finance and Procurement procedures are followed before payments.
- Has regular contact with goods and service providers relating to making timely and accurate payments in accordance with organizational policies.
- Communicates effectively to all payees to ensure payments are made in a timely and accurate manner.
- Has regular contact with the Finance manager by providing timely information during budgeting, reviewing, reporting and approving payments as needed.

Scope and Limits of Authority

Scope of the Role:

- Involved in most of the day-to-day tasks in the Finance office in consultation with the Finance Manager, Head of Finance and Head of Organizational Development.

- The holder of the position will be part of a team and actual tasks may be varied to suit team dynamics.

Responsibility for Resources under guidance and supervision of the Finance manager.

- Has responsibility for accurate and correct posting of entries in QuickBooks
- Has responsibility for ensuring Nairobi office equipment is in proper operating condition

KEY RESPONSIBILITIES

Financial accounting and control (70%)

- Inputting transactions into the accounting system (QuickBooks Online) as directed by the Finance Manager.
- Timely update the invoice tracker, ensuring that all payment requests are logged in on a timely basis and tracked until payments are made.
- With oversight from the Finance Manager, maintain the accounting reporting process, ensuring the accuracy and completeness of ledgers and all supporting documentation and compliance with finance and procurement regulations.
- Prepare payment vouchers in compliance with RVI processes and set up on-line payments for review by the finance manager and subsequent authorisation with correct coding and supporting documentation
- Initiate payment processing for approved invoices sent for goods and service providers and monthly staff payroll
- Preparation of monthly bank reconciliations and staff and consultant advance accounts
- Manage bank account balances for RVI bank accounts
- Petty cash administration for Nairobi office
- Update RVI asset register and conduct annual fixed asset verification exercises.
- Ensure monthly cash counts are undertaken for all RVI petty cash accounts in all RVI offices
- Maintain and prepare the monthly accounts of expenditure for Nairobi office for submission to the Finance Manager.
- Maintain accounting records, ensuring they are complete, accurate, well archived and safeguarded

Office administration and finance (20%)

- Maintaining inventories of office equipment
- Ensure staff and consultants complete accounts of expenditure worksheet for all advances issued
- File accounting and corporate documentation in physical and digital form as may be required.
- Ensure proper book of accounts are kept maintaining a sound archiving (filing and retrieval) system.
- Support the HoOD in ensuring that RVI has correct and appropriate insurance for staff, Travel, office and professional indemnity
- Ensure all finance and administration deadlines are properly set in the institutional calendar and reminders are sent to all involved
- Prepare, file and prompt settlement of statutory and other payroll deductions i.e. PAYE, NSSF, NHIF, Withholding tax, HELB, etc

- Ensure approved travel plans, and Timesheets are completed regularly and filed for all staff at all times.
- Support the efficient running of RVI's office daily operations by ensuring supplies such as coffee, tea, water and office stationery are adequately stocked and available at all times
- Coordinate procurement, including sourcing and purchasing items as requested using the RVI procurement guidelines

Other duties (10%)

- Assist the Finance Manager in meeting auditors' requirements during project and institutional audits
- Ensure all Nairobi office equipment runs properly and is well maintained
- Provide general admin and logistics support to the Executive Management team as may be required.
- Under the guidance of the Head of Organisational Development, arrange travel and accommodation for RVI staff, consultants, Trustees and other relevant individuals during relevant events.
- Prepare travel tracker for quarterly submission to the insurance guided by the HoOD
- Support the HoOD in organising RVI Nairobi office meetings.
- From time to time, perform other relevant duties as required

PERSONAL SPECIFICATIONS**Knowledge & qualifications**

- Bachelor's degree in Commerce, Accounting or equivalent social science field with experiences of 1-2 years and eager to learn and grow within the organization.
- Knowledge in general accounting practices and policies.

Skills & abilities

- Good organizational, communication and planning skills
- Strong interpersonal skills with ability to work well with diverse people
- Ability to multitask, work with minimal supervision and work well in a high workload and fast-paced environment with tight deadlines

Special requirements

Eager to learn, flexible, adaptive person who is willing to work in a fast paced, dynamic and diverse working environment