

## **JOB ADVERTISEMENT**

**1. Title of the position**

Finance and Administration Officer

**2. Department**

Finance and Administration

**3. Reports to**

Executive Director

**4. Key areas of responsibility**

As the FAO your role will entail management of the financial, administrative and human resource systems at Ufadhili Trust.

The Finance and Administration Officer will have the following key responsibilities:

- Ensuring all financial transaction in the organization are properly recorded.
- Post all financial transaction in the organization's computerized accounting system.
- Preparation of financial reports to donors within the stipulated deadlines.
- Preparation of quarterly financial reports for presentation to the Executive Director and the Board.
- Preparation of end year financial reports.
- Oversee the annual external audit exercise.
- Preparation of the annual operational budgets in liaison with the program staff.
- Preparation of the monthly payroll and ensure that all statutory deductions are remitted to the respective authorities on a timely basis.
- Together with the program team develop grant budgets for funding.
- Maintain and update the fixed assets inventory.
- Safeguard the organizations assets.
- Participate in material and equipment procurement process.
- Develop and maintain communication with Ufadhili's bankers, suppliers and partners.
- Manage logistical support and office administration.
- Coordinate staff recruitment, selection, placement process and performance evaluation exercises.
- Coordinate staff/board training and development activities.

**5. Terms of employment**

1 year renewable contract.

**6. Qualifications and Experience Desired**

- Bachelor degree holder in Commerce or related field.
- CPA finalist.
- Minimum 3 year post qualification experience
- Computer skills especially using Quickbooks is desired.
- Professional qualification in human resource management will be an added advantage
- Experience in working for a not for profit organization is mandatory.
- Experience in office administration shall be required.
- Strong analytical and numeracy skills.
- Excellent communication and interpersonal skills.
- Qualified female candidates are encouraged to apply.

Interested candidates who meet the above criteria may submit their application letter with a 3- page CV, indicating current pay, email address and telephone contacts, by **30<sup>th</sup> September, 2011** to [info@ufadhilitrust.org](mailto:info@ufadhilitrust.org)

Kindly state the **Ref No. FAO 2011** on the subject line.