

FINANCE OFFICER, SWIFT PROGRAM

The Kenya Climate Innovation Center (KCIC) is a social impact organization operating in the climate space, committed to supporting micro and small enterprises and driven by innovation. KCIC provides incubation, capacity building services and financing to Kenyan entrepreneurs and new ventures that are developing innovative solutions in renewable energy and energy efficiency, water management, agribusiness, waste management, and commercial forestry in a bid to address climate change challenges.

Currently, KCIC is executing various programs, including AgriBiz, a five-year initiative backed by the European Union (EU) and DANIDA, GreenBiz Program supported by DANIDA, Productive Use of Solar Energy (PUSE) supported by the Charles Stewart MOTT Foundation, and Sustainable Waste Innovation for a Future in Transition (SWIFT) program supported by the IKEA Foundation.

KCIC is seeking a highly motivated individual to fill the position of the Finance Officer to support the organization's operations in line with the program activities.

JOB DESCRIPTION: FINANCE OFFICER

Role Title:	Finance Officer	Reports to:	Finance and Grants Manager
Directorate	Corporate Services	Department	Finance and Grants
Country:	Kenya	Location & Work-Related Travel:	Nairobi
Direct Reports	None	Others Reporting Indirectly	Finance Assistant

Job Summary/ Overall Job Purpose

The Finance Officer has overall responsibility for supporting the finance functions. The Finance Officer responsibilities include; internal control, accounting data base, suppliers reconciliations, processing payments, treasury management, management and donor reporting.

Key Responsibilities

1. Maintaining creditors and suppliers accounting ledgers; posting invoices credit notes, payments and preparing monthly suppliers' reconciliation statements;
2. Processing payments of supplier's invoices, loans and grants disbursements and utilities;
3. Preparing monthly financial and budget reports for the programmes assigned;
4. Providing financial information for preparation of annual and quarterly budgets and cash flow forecast;
5. Monitoring budget implementation and reporting for the programs assigned;

6. Maintaining accounting records in the computerized accounting system relating to the programme and filing of the supporting documentation;
7. Reviewing internal controls and financial policies and procedures and making recommendations for further improvements;
8. Preparing financial statements, supporting schedules and budget versus expenditure variance report for annual audit; and supporting the auditors in provision of information and documents during the audit;
9. Preparing donor specific expenditure and narratives reports;
10. Preparing receipt vouchers for donor income and other receipts from donors;
11. Corresponding with the banks on all banking matters including foreign exchange dealings;
12. Preparing travel advances payment to staff for official travel and other cash float as per approved requisitions;
13. Monitoring liquidation and accounting of the cash advances and passing appropriate journals in the books of accounts;
14. Maintaining data integrity in all financial reporting;

Qualifications

- B-com. Accounting/Finance option or any related Business degree from a reputable University
- Certified Public Accountant of Kenya -CPA (K) or ACCA

Experience

- At least 4 years' experience in financial accounting in a busy and computerized accounting environment.
- Experience in ERP systems.
- Experience in donor funded programs.

Functional Skills

- Planning and organization skills
- Analytical skills
- Problem solving skills
- Report writing skills
- Presentation skills

Behavioral Skills

- Professionalism and integrity
- Interpersonal skills
- Innovation and creativity
- Adaptability and reliability
- Team player

How to Apply



Interested candidates are invited to send the completed KCIC Employment Application Form as per the link below, together with their updated resume and cover letter detailing experience relevant to the role, current and expected salary, daytime telephone contacts, and names of three professional referees.

[Employment Application Form link](#)

Closing date for applications **Friday, 22nd March 2024**. Only shortlisted candidates will be contacted. **Women are highly encouraged to apply.**

Kenya Climate Innovation Center is an equal opportunity employer