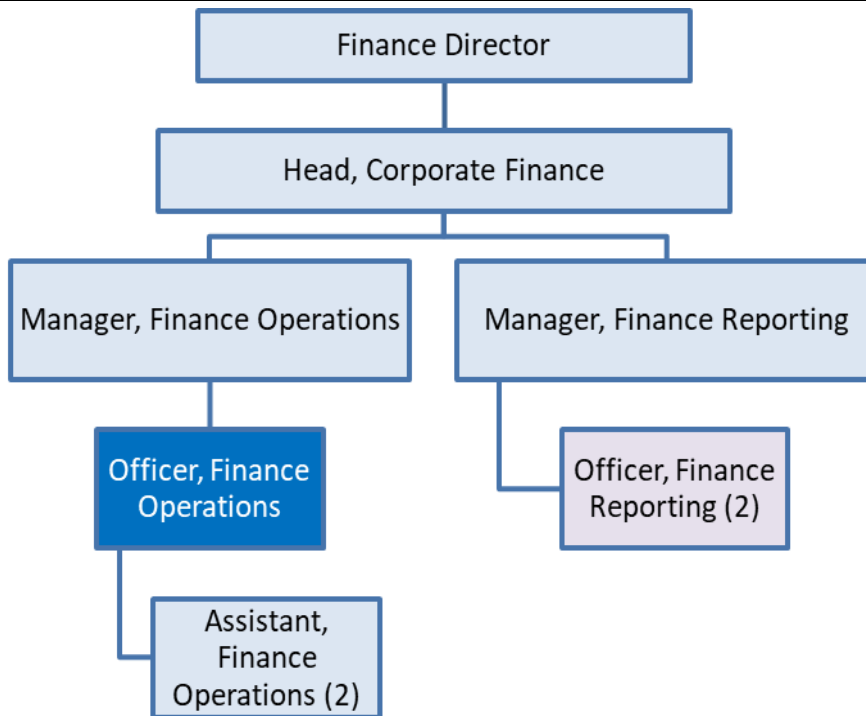


Job details	
<b>Job title:</b> Officer, Finance Operations	<b>Line Manager title:</b> Manager, Finance Operations
<b>Grade:</b> JG7	<b>Direct reports:</b> Finance Assistants (2)
<b>Department:</b> Corporate Resources	<b>Location:</b> Nairobi, Kenya
Job summary	
<p>The Finance Officer is responsible for processing financial transactions, financial management, and preparation of monthly financial reports including the review and reconciliation of key accounts as assigned.</p>	
Roles and responsibilities	
<ul style="list-style-type: none"> <li>• Validate data entries related to payments and receipts for compliance and accuracy before approval and posting. Ensure correct coding before posting.</li> <li>• Timely processing of payments as detailed in the Service Level Agreement. This shall include preparation of payment vouchers, bank transfer instructions and cheques for signature and dispatch, stamping invoices paid and filing.</li> <li>• Timely preparation of Bank reconciliations and prompt resolution of outstanding or reconciling items.</li> <li>• Participate in the preparation of audit working papers for both internal and external audits when they arise.</li> <li>• Maintenance of Fixed Assets Register.</li> <li>• Reviewing all payroll inputs from Human Resources and forwarding to Finance Manager for review and approval.</li> <li>• Processing of invoices in the Financial Management Information System (FMIS).</li> <li>• Ensuring proper administration of taxes; Withholding Tax and VAT and payment of the same on a timely basis to the relevant authorities.</li> <li>• Provide technical support on financial reporting matters to the country offices. The periodic visits to the respective offices should entail review of financial operations, financial records and preparation of programme- specific financial reports for use by management.</li> <li>• Perform any other assignment that may be given by the line manager from time to time.</li> </ul>	
Corporate level responsibilities	
<ul style="list-style-type: none"> <li>• Apply the highest standards of controls and risk management practices and behaviours and embed a positive risk and control culture.</li> <li>• Demonstrate prudence, sound judgement and appropriate and timely escalations in management of all types of risk (including fraud risk) applicable to my role.</li> <li>• Understand and comply with the relevant end-to-end processes including applicable risks and controls.</li> <li>• Seek to identify, understand and escalate risk events/incidents/ issues on a timely basis focusing on fixing root-causes and taking ownership of identified mitigating actions.</li> <li>• Complete all relevant mandatory trainings within the stipulated timeline.</li> <li>• Participate in regular informal and formal reflection, knowledge sharing and learning events. Document lessons learned and best practices for knowledge sharing and learning.</li> <li>• Promote and adhere to TMA's core values and ensure compliance with organisational policies and procedures.</li> <li>• Maintain zero tolerance to bribery, fraud and corruption, and ensure the immediate reporting of any corruption or suspect behaviour that threatens TMA's reputation.</li> <li>• Adhere to the safeguarding policies and procedures and immediately report any safeguarding concerns.</li> <li>• Provide Corporate Resources support to the country office.</li> </ul>	

# Job description

- Any other related responsibilities that may be assigned by the line manager from time to time.
- Collaborate with communication unit to shape and monitor the programmes communication plan in line with TMA’s Corporate Communication Strategy and business plan, and visibility commitments to funding agencies.
- Effectively communicate programme progress and results to internal and external stakeholders and support in delivery of high-quality outputs to ensure that TMA’s mission and vision are well communicated to investors and stakeholders, and that TMA’s work motivates and inspires donors, implementing partners and other stakeholders.
- Work closely with other functions including the Corporate Affairs and Fundraising, Results and Impact, CEO’s office, Regional Outcome areas to ensure that external communications are developed with maximum impact and delivered against the results calendar and Corporate strategy guiding work across the programme area and the organisation.

## Organisational positioning



## Academic and professional qualifications

- An undergraduate degree or postgraduate degree preferably a Bachelor of Commerce in accounting or finance; and
- Certified Public Accountant of Kenya (CPA-K) or equivalent professional accounting qualification.

## Work experience

- For undergraduate degree holders, at least five years of progressive work experience and for a postgraduate degree, at least three years of relevant work experience in a busy accounts department.
- Hands-on experience in the use of relevant accounting and MS Office applications, preparation of financial statements and management reports.
- Knowledge of accounting and practices of tax matters.

# Job description

Technical skills and behavioural competencies		
<ul style="list-style-type: none"> <li>• Communicating effectively, both verbally and in writing.</li> <li>• Good Planning and Organisational skills.</li> <li>• Highly analytical, organized, conscientious, with high attention to detail.</li> <li>• Ability to work under pressure.</li> </ul>		
Risks associated with the position		
Risk of tax exposure due to wrong application of tax laws in different jurisdictions.		
Sign off		
Job holder name:	Signature: _____	Date: _____
Line Manager name:	Signature: _____	Date: _____
Counter-signing Quality Assuror (CQA) name:	Signature: _____	Date: _____