

## **JOB ADVERT**

**Position:** Senior Finance Officer

**Reporting to:** Project Manager

**Location:** KNCCI HQ

The Kenya National Chamber of Commerce and Industry (KNCCI) is a membership-based trade support institution (TSI) working to protect commercial and industrial interests of Kenyan business community. KNCCI advocates for the creation of a favorable commercial, trade and investment environment that supports enterprise expansion. The membership of KNCCI constitutes small, micro enterprises (MSEs), medium and large enterprises.

The Jiinue Growth Program (JGP) in partnership with the Mastercard Foundation, is implemented by the Kenya National Chambers of Commerce and Industry (KNCCI) together with a consortium of seven partners including the Grassroots Business Fund.

JGP seeks to address the funding gap for Micro, Small and Medium Enterprises (MSMEs) in Kenya pairing up financial support with well-tailored technical assistance, and a hands-on coordination strategy between various players in the ecosystem targeting enterprises owned and managed by young women and men entrepreneurs aged 18-35 across the country.

The Program targets to impact 225,000 microenterprises over five-year period and to create 500,000 jobs for the youth.

### **About the Job**

KNCCI is seeking to engage Senior Finance Officer who will be responsible for all aspects of financial management for the Jiinue Growth Program. The role is expected to establish effective accounting systems and procedures and provide sound financial advice and ensure compliance.

### **Responsibilities**

#### **1. Financial Management**

- Process and facilitate all payments or fund transfers for the project.
- Ensure that expenditures are authorized, approved, and supported by adequate documentation.
- Ensure that transactions are properly coded, and if applicable expense allocations are properly made.
- Preparing and controlling the projects budgets and analyzing budget variances.
- Undertake basic financial analysis (variance analysis) to support project information needed.
- Work with project manager in the development of budget
- Monitor budget expenditures and maintain proper record of approved project budgets and their revision.
- Manage grant payables and receivables

## 2. Audit and compliance

- Establish and implement internal control, policies and procedures to ensure that the project day-to-day operational activities are efficient and effective and are in-line with approved strategic initiatives and budgetary allocation.
- Conduct reviews and evaluation of cost reduction opportunities for the project operations
- Bank reconciliation
- Prepares documents and schedules for audit
- Analyze financial reports to ensure that the project stays within the budget

## 3. Administration

- Support and issue guidance to the project team for financial queries, documentation and payments
- Receive all the procurement expenses documents and ensure timely payments
- Preparing payroll for the Project team.
- Send individual pay slips/receipt vouchers according to payroll ready for signature when funding is received
- Ensure proper filing (electronic and hard copy) of financial documents and safe keeping of the documents
- Maintain the project asset register and timely reporting of damages of the assets.
- Initiating and overseeing stock taking, and special

## 4. Reporting

- Preparing monthly, quarterly, and annual reports for the program.
- Actively monitor financial transactions, Prepare and present monthly, quarterly and annual financial statements.

### **Academic and Professional Qualifications:**

- Bachelor's Degree in Accounting, Finance or related field.
- At least 5 years' professional experience in finance, business administration, project management, and other relevant work
- Experience in financial management for donor-funded project is an added advantage.
- Must be a member of the institute of Certified Public Accountants of Kenya (ICPAK)
- Proficiency in Microsoft Office Suite – advanced Excel, Word and PowerPoint skills.
- Good analytical and communication skills.
- Excellent reporting, communication, and presentation skills

### **How to apply**

Interested and suitably qualified individuals should submit applications, including copies of relevant academic and professional certificates, detailed curriculum vitae (CV), and cover letter to [Hr@kenyachamber.or.ke](mailto:Hr@kenyachamber.or.ke) with “**Senior Finance Officer**” in the subject line by **11<sup>th</sup> October 2024**

NB: ONLY SHORT- LISTED CANDIDATES WILL BE CONTACTED