

ECD Network for Kenya Job Advertisement

The ECD Network for Kenya, seeks to recruit qualified individuals for the following positions.

Finance Officer

Title: Finance Officer

Location: ECD Network for Kenya Nairobi Office

Reports: Finance Manager

Job Summary

Reporting to the Finance Manager, the Finance Officer will be part of a team based in Nairobi. S/he will be responsible and accountable for all aspects of Finance including; ensuring adequate financial management systems in place and that the ECDNeK is adhering to Financial Rules and Regulations of Non-governmental Organization.

Duties/Responsibilities

The Finance Officer duties will include the following:

- Ensuring proper functioning of the accounting system.
- Ensuring that the statutory financial statements and other financial reports are prepared in a timely and accurate manner.
- Responsible for effective and timely preparation and implementation of monthly, quarterly and yearly financial reconciliation reports.
- Updating accounts records and implementing appropriate policies, systems, procedures and practices to ensure the integrity of the accounting.
- Ensure compliance with internal financial controls, ensure that transactions are processed and assets managed in accordance with NGO financial rules and regulations.
- Prepare monthly/annual bank reconciliations and submission of timely and accurate reports to management and auditors.
- Provide advice and ensure compliance with Financial regulations and other determined financial policies
- Promote best practices, transparency, accountability and appropriate working systems
- Perform any other relevant duty/responsibility assigned
- Participate in writing fund raising proposals
- Any other duties as may be assigned by the supervisor.

Required Qualifications/Experience

- Candidates must have at least a Bachelor's degree in commerce, specialized in Finance, Accounting, CPA, or equivalent from a recognized Institution will be an added advantage.

Preferred Qualifications

- Relevant working experience in an organization.
- Financial Accounting and budgeting.
- General Financial Management and Computer literacy Competent in standard software (Word, Excel, Access, and PowerPoint).
- Knowledge of NGO Financial Rules and Regulations

NB: All applications must be send to: jobs@ecdnetworkforkenya.org

Closing date: 6 th January 2023. 5pm EAT time.

Program Assistant

Title: Program Assistant

Location: ECD Network for Kenya Nairobi Office

Reports: Program Liaison Officer

Job Summary

Reporting to the Program Liaison Officer, the Program Assistant will be part of a team based in Nairobi. S/he will be responsible and accountable for all aspects of programmes and partnerships including; ensuring communication between program participants and managerial staff, creating and updating program schedules and assisting in the planning and managing program events etc.

Duties/Responsibilities

The Program Assistant duties will include the following:

- Supporting in program planning and research activities.
- Documentation; writing reports as may be required from time to time
- Attending staff meetings and taking minutes
- Assisting in the planning and overseeing significant events e.g. conferences, webinars
- Supporting in maintaining office calendars and sending out reminders of impending appointments
- Supporting in maintenance of membership records
- Supporting office administration roles.
- Maintaining an efficient and sustainable office filing system
- Acting as a liaison between different departments
- Any other duties as may be assigned by the supervisor.

Required Qualifications/Experience

- Candidates must have at least a diploma or Bachelor's degree in any of the following fields; early childhood, social sciences, Education, Health, Communication or project management from a recognized institution.

Preferred Qualifications

- Relevant working experience in a similar organization.
- Good report-writing skills.
- Knowledge on proposal and concept development.
- Excellent interpersonal and communication skills
- Excellent computer skills
- Excellent time management skills and ability to multitask.

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