



TERMS OF REFERENCE FINANCE ASSISTANT

DUTY STATION:	Nairobi, Kenya
APPOINTMENT TYPE:	Duration of 3 Months (with possibility of extension)
START DATE:	1 st February 2021

1.0 Introduction:

WIIS – HoA primary focus is on advancing role of women and men in promoting peace and security within the horn of Africa. The organization envisages advancing and encouraging the empowerment of women and men towards right based and gendered approach to peace and security. With increasing cases of conflict in Horn of Africa, women continue to bear the brunt of effect of violence. WIIS therefore places women at the apex of playing a critical role in identifying, mitigating and responding to conflicts in the community as well as uplifting their voices to be active participants in the prevention and peacebuilding efforts.

2.0 Duties

The finance officer will work closely with the project team to undertake the following duties: -

- A. Ensures that adequate financial controls are in place to maintain propriety and proper accountability of expenditures.
- B. Ensures the financial transactions are properly authorized, recorded, have adequate supporting documentation, filled, maintained, and can be easily extracted for the purpose of preparing financial statements, and financial audits.
- C. Monitors budgets and expenditures and contribute to preparation of budget revision.
- D. Prepare and submit timely and reliable financial documents and financial reports.
- E. Prepare project financial reports, statement and submit to Director for clearance and any other staff as required.
- F. Establish a computer-based monitoring system for expenditures.
- G. Check and ensures that all procurement process and expenditures of the project in accordance with the organization procedure. This includes ensuring receipts to be obtained for all payment.
- H. Check budget lines to ensure that all transactions are booked to the correct budget lines.
- I. Providing and interpreting financial information including analysing change and advising accordingly.
- J. Formulating strategic and long-term financial plans.
- K. Researching and reporting on factors influencing performance
- L. Liaising with auditors, when required to ensure monitoring is carried out
- M. Responsible for project procurement processes.

- N. Responsible for any financial tasks related to organization of conferences, workshops, retreats.
- O. Reports to the director and project team leads for any task related to the project.
- P. Carry out any other financial assignments as requested by the Director and technical teams when required.

3.0. Duty station

The project post will be based in Nairobi, and on occasion can include travel when necessary to project sites as deemed necessary.

4. 0 Timelines

The position is a 3-month position, commencing February 2021 with possibility of extension.

5.0 Requirements

- A Bachelor's Degree (in Business preferred). CPA (K) or Finalist or its equivalent (ACCA, CA etc)
- A minimum of 2 years of working experience preferably with strong knowledge on computer packages such as Office, Quick books, People Soft, ERP systems and web applications.
- Results driven, goal oriented, moves fast and takes ownership of work.
- Have strong project management skills: able to juggle multiple tasks and meet deadlines and targets.
- Team player with ability to work under pressure.
- Ability to treat all confidential information with the utmost professionalism.

7.0 Apply:

Please send email with heading Project assistant with a detailed CV and a letter indicating interest in the position to **info@wiishoa.org**.

Only successful candidates will be contacted.

WIIS-HoA is an equal opportunity employer and seeks to employ and assign the best qualified talent.

Application will be close on 27th Jan 2021. Only shortlisted candidates will be contacted.