

**Job Title:** Assistant Finance and Administration Officer,

**Location:** Nairobi

**Department:** Finance and Administration

**Reports To:** Head of Finance and Administration

**Job Type:** Full-Time

**Job Summary:**

**Position Overview:** Kenya Healthcare Federation (KHF) seeks a highly motivated and dynamic Assistant Finance and Administration Officer who will be responsible for supporting the finance and administrative functions within the organization. This role involves assisting in the management of financial records, budgeting, projects administration, and general office operations. The ideal candidate should be detail-oriented, possess strong analytical skills, and have a passion for contributing to organizational success.

**Key Responsibilities:**

**Financial Administration:**

- Assist in maintaining accurate financial records, including accounts payable/receivable, and general ledger entries.
- Support the preparation of monthly, quarterly, and annual financial reports.
- Help in the development and monitoring of project budgets and financial forecasts.
- Process invoices, expense reports, and reimbursements according to established procedures.
- Assist planning and executing project activities according to established timelines and budgets.
- Organize project meetings, workshops, and events, including logistics and procurement of materials.
- Assist in preparing documentation for external audits and compliance reviews.
- Support the development of internal policies and procedures related to finance and administration.
- Petty Cash Management.
- Conduct monthly reconciliation of bank accounts and other financial accounts, ensuring accuracy and resolution of discrepancies.
- Ensure compliance with organizational policies, procedures, and applicable laws and regulations.
- Ensure collection of accounts receivables.

**Administration:**

- Provide general administrative support, including filing, data entry, and record-keeping
- Handle correspondence and communications related to financial and project activities
- Collaborate with other departments to ensure smooth operational processes

- Ensure daily incoming and outgoing mail is delivered to appropriate destinations on time

#### Qualifications:

#### Education:

- Bachelor's degree in Finance, Business Administration, or a related field (or equivalent experience)
- CPA Part II

#### Experience:

- At least 2-3 years of experience in finance and administrative roles
- Familiarity with financial software and accounting systems (e.g., QuickBooks and MS Excel)

#### Skills:

- Strong analytical and problem-solving skills
- Excellent organizational and time management abilities
- Attention to detail and high level of accuracy
- Good written and verbal communication skills
- Ability to work collaboratively in a team-oriented environment
- Proficiency in MS Office Suite (Excel, Word, PowerPoint)

**Application Process:** Interested candidates should submit their resume and cover letter to [talent@khf.co.ke](mailto:talent@khf.co.ke) by **Monday, 4<sup>th</sup> November, 2024**. Please include "Assistant Finance and Administration Officer" in the subject line.