



EMPLOYMENT OPPORTUNITY

Agile Plan to Integrated Resilience for Girls, Women, and Youth (APIR TURKANA) is a social impact community-focused charitable foundation that works with and for vulnerable, marginal, and minority communities in Turkana to bridge the gap of socioeconomic inequalities. We are founded on the principles of social resilience, community-led actions, and equity, equality, and inclusivity. APIR TURKANA is seeking to recruit a dynamic and suitable qualified person for the position listed below and he/she will be based in the duty station indicated.

Job titles	FINANCE AND ADMINISTRATION OFFICER. 1 Position (Kakuma)
Deadline	Friday 29th December 2023
Reference	13/KAK/2023
Reports to	TBC
Duty Station	Kakuma
# of positions	3
Job Purpose	The finance officer will ensure efficient and effective financial systems and controls in the area field offices. He /she will support the program in the field by ensuring the timely production of reports and information.
Duties & Responsibilities	<p>KEY AREAS OF ACCOUNTABILITY:</p> <ol style="list-style-type: none"> 1. Donor Financial Requirements in the Field Offices – Supporting Kakuma. and Lodwar Field Offices <ul style="list-style-type: none"> • Ensure that there is a file for all the donor financial contracts in the field offices with all donor requirements. • Share the information with the relevant staff. • Assist in audit preparations as per the donor requirements. • Management of both grants and financial filing systems in the field • Maintenance of the donors' fixed assets register in the field office. 2. Monthly financial monitoring reports: <ul style="list-style-type: none"> • Prepare a performance analysis report for discussion with the Area program manager and other budget holders in the field. • Ensure that all monthly financial action points are implemented. • Coordinate the monthly grants finance meeting in the field and periodic grants monitoring meetings. • Assist the programs team in providing training on budget monitoring systems, grants management procedures, and various donors' terms and conditions to budget holders in the field. 3. Financial and system controls

- Support total administration, entries, and report generation with the APIR Accounting Software, QuickBooks. All Financial accounting is reported through QuickBooks.
- Assist the Finance Manager in developing and maintaining robust and adequate financial internal control systems for cash management in the field offices.
- Preparing and posting all correction journals as per budget holders' feedback on time.
- Ensuring all costs are coded properly by reviewing the 'accountant check' for all PRs and payments.
- Reviewing sub offices ensuring they are properly coded before upload.
- Make payments after verification of the accuracy, validity, and legitimacy of all documentation ensuring, completeness of financial documents, (purchase requests, work orders, pro forma invoices), proper coding, and approval by responsible managers before payments are made.
- Ensure the organization's creditors in the field are paid promptly.
- Reconcile creditor's statements to ensure that all bills have been paid and no disputes arise between the Organization and the creditors about timely payments of their bills
- Prepare invoices for staff on private use of the organization's resources such as vehicles and recover the same promptly from the staff.

4. Cash Forecast and Monitoring

- In coordination with the head of office and Finance Officer in Kakuma, ensure realistic cash forecasts are provided by budget holders, and place the cash transfer request for the field offices.
- Monitor that expenditure is incurred only against the approved cash forecast and any deviations approved by the head of the office before the expenditure is incurred.
- Prepare a cash monitoring report every month to show if cash is spent by the purpose (budget lines) it was requested.

5. Cash management

- Monitor cash balances and transfers at field locations.

6. Payroll management

- Administer the Field payroll and ensure its smooth operation. Verify staff attendance sheet, overtime, and any other claims.
- Submit signed pay slips for staff paid in the field to the Kakuma Office.
- Liaise with HR/Admin assistant on incoming/outgoing staff from/to the field and payments for terminal benefits.

	<ul style="list-style-type: none"> • Handle staff advances and loans as per the Staff Advance policy. <p>7. Monthly returns</p> <ul style="list-style-type: none"> • Prepare and submit the monthly field sub-offices on time • Reconcile the monthly cash and float balances. <p>Performs any other duties and tasks, which are commensurate with the responsibilities and level of the post</p>
<p>BEHAVIOURS (Values in Practice) (Section should not consist of Competencies as this are the standard Values in practice)</p>	<p>Accountability:</p> <ul style="list-style-type: none"> • holds self-accountable for making decisions, managing resources efficiently, achieving and role modeling APIR TURKANA values. • holds the team and partners accountable to deliver on their responsibilities - giving them the freedom to deliver in the best way they see fit, providing the necessary development to improve performance and applying appropriate consequences when results are not achieved. <p>Ambition:</p> <ul style="list-style-type: none"> • sets ambitious and challenging goals for themselves and their team, take responsibility for their personal development, and encourages their team to do the same • widely shares their vision for APIR TURKANA, engages and motivates others • Future-orientated, thinks strategically and on a global scale. <p>Collaboration:</p> <ul style="list-style-type: none"> • Build and maintain effective relationships with their team, colleagues, Members, and external partners and supporters. • values diversity, sees it as a source of competitive strength. • approachable, good listener, easy to talk to. <p>Creativity:</p> <ul style="list-style-type: none"> • Develop and encourage new and innovative solutions. <p>Integrity:</p> <ul style="list-style-type: none"> • honest, encourages openness and transparency; demonstrates highest levels of integrity.
<p>Job Specification and Desirable skills</p>	<ul style="list-style-type: none"> - University degree in an appropriate subject (preferred in accounting, finance, business, economics.) - A recognized accounting/procurement qualification would be a plus. - Minimum 3 years of financial, project management, and/or accounting experience within an international organization with complex donor requirements. - Familiarity with ECHO, USAID AND UN Rules & Regulations and Subaward Management policies and procedures would be an advantage. - Strong knowledge of generally accepted accounting practices, financial reporting standards, financial management processes and procedures. - Strong capacities to make decisions, and provide leadership - Competence is use of quickbooks is mandatory.

Desired skills and Competencies	<ul style="list-style-type: none"> ✓ Developed financial management/accounting skills are essential. ✓ Strong analytical skills with ability to set priorities, complete work with minimal supervision, and meet deadlines. ✓ Able to work with multiple demands. ✓ Experience of working in a multicultural environment. ✓ Self-starter with strong organizational skills and adaptive planning skills. ✓ Excellent interpersonal skills. ✓ Advanced IT skills, particularly knowledge of Microsoft Office software. Quick books experience would also be a strong asset. ✓ Adheres to APIR TURKANA’s values. ✓ Identifies and aligns with the core values of the organization: compassion, Collaboration, Respect & Integrity.
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HOW TO APPLY

All interested qualified candidates to submit an online application to APIR TURKANA through the program website: All the jobs have been posted here? www.apirturkana.org/careers/
 Select your position and follow prompts, attach your Motivation/cover letter (Maximum 1 page) and Curriculum Vitae as separate documents on the provided online application form both in form of either PDF or Word ONLY.

Please don’t attach your other documents such as certificates and testimonials.

Should you have trouble using this, please send your application to hr@apirturkana.org and subject being “APPLICATION FOR ‘**POSITION NAME**’”

All applications **MUST** be received on or before: 29th December 2023. APIR TURKANA is an equal opportunity employer, as detailed in our “**Equal Employment Opportunity Policy.**”

DISCLAIMER: We do not charge any money all through recruitment processes. Should anyone including staff, donors and partners request for this, please do not hesitate to contacting the organization Executive Director through info@apirturkana.org copying complaints@apirturkana.org.

Any form of canvassing or bribery WILL ATTRACT TOTAL DISQUALIFICATION.