

JOB DESCRIPTION

Job Title: FINANCE OFFICER			
Department/Group:	ACCOUNTS	Reports to:	FINANCE MANAGER
Direct Reportees: ALL PROGRAMME STAFF			
<p>Job Purpose This position requires a highly-analytical and qualified Financial Officer with demonstrable practical experience in the use of the QuickBooks accounting software. This position involves working with the finance manager and team to diligently undertake the development of budgets, monitoring transactions and preparing financial reports. The ideal candidate should hold a strong work and professional ethic in addition to the accounting and analytical skills.</p> <p>Key Responsibilities:</p> <ul style="list-style-type: none"> • Undertaking tasks such as filing, bookkeeping and retrieve system reports. • Preparing periodical reports and reconciling Bank statements in a timely manner. • Run an accounting software programme (Quick Books) to process reports. • Research, track and restore accounting or documentation problems and discrepancies. • Pre audit, verifies and process reviewing rules for compliance. • Assist in Budget planning and work plans. • Review online transactions for changes, accuracy and correct errors. • Help maintaining the accounts office and keeping it running smoothly. • Inform management and compile reports/summaries on activity areas. • Provide progress reports on running projects. • Ensure that all accounting files, transactions have full accountabilities in form of invoices, receipts, delivery notes, activity reports etc. • Do any other duties assigned to you by the Executive Director, Supervisor, program managers or any other duly authorized staff. <p>Key Relationships:</p> <ul style="list-style-type: none"> • CEHURD Executive Director • CEHURD Programme Coordinator • CEHURD Operations Manager • Finance Manager • All Programme Managers • All CEHURD Programme Officers • Other CEHURD staff • CEHURD thematic committees • Other networks • CEHURD Partners and stakeholders 			

JOB DESCRIPTION

Qualifications:

- Should hold at least a Degree in Business Administration, majoring in Accounting, Finance or any related qualifications.
- Qualification in CPA, ACCA is highly desirable;
- A Master's Degree in project management will be an added advantage;
- Must have competence in the use of Quick Books; and
- Must have at least five years' experience working in Accounts of a Non-Government/Not for profit Organization or other entities.

The Finance Officer will be expected to have the following skills and attributes:

- Proven accounting experience.
- Familiarity with book keeping and basic accounting procedures.
- Competency in MS office, database and accounting software.
- Hands on experience with spreadsheets and financial reports.
- Accuracy and attention to details.
- Ability to perform filing and record keeping tasks.
- Well organized team player and willing to learn.
- Data entry and Word processing skills.