

**TITLE : FINANCE OFFICER**

**DIRECTLY RESPONSIBLE TO : PROGRAMME  
COORDINATOR AND EXECUTIVE DIRECTOR**

**PURPOSE OF THE TASK;**

Ensure that accurate and complete accounting, reporting and internal control systems are functioning and that all relevant records are maintained to assist the organisation fulfil its overall financial/accounting objectives and full implementation of EHAHRDP's financial regulations.

**QUALIFICATIONS;**

University Degree in Commerce, or its equivalent in the Field of Business Administration from a reputable institution. CPA, ACCA and related qualifications are necessary.

**EXPERIENCE:**

At least 2 years working experience in a busy environment or office preferably a Non Governmental Organisation.

**TASKS**

- Ensure that proper financial procedures/systems are operated and maintained; ensure compliance with EHAHRDP's financial policy and set accounting standards.
- Prepare budgets, amendments and forecasts working with the Executive Director, Programme Coordinator and Officers.
- Ensure compliance with local regulations in respect of financial and other matters e.g. taxation and labour laws.
- Prepare donor financial reports and ensure compliance with their financial and other requirements
- Monitor ongoing levels of expenditure on individual programmes as against budget and provide timely advice of likely over and under spends; ensure budgetary implications are understood by the respective managers.
- Analyse accounts, propose/implement solutions with respect to problem transactions and irregularities.
- Manage overall financial administration of the EHAHRDP's accounts as follows: Verify and record financial obligations and payments; review and submit quarterly accounts/financial statements; analyze and monitor status of obligations and expenditures.
- Confirm that proposed obligations or expenditure for goods and services, are in accordance with EHAHRDP's Financial Policy, budget and corporate plan.
- Co-ordinate and maintain a cash forecasting system to ensure that the administration has adequate funds in its bank accounts and cash imprest to meet its obligations at all times.
- Provide advice, financial interpretations and corrective actions in response to audits and other queries.
- Provide substantive support to the development and implementation of accounting systems

- Be the custodian of cash receipts, vouchers, cheques and other payment systems established documentation.
- Perform any other relevant duties as and when required.

**REQUIRED SKILLS;**

- Good Communications skills,
- Good interpersonal skills,
- Good team player,
- Excellent computer skills e.g Microsoft office applications, spreadsheets and PASTEL accounting package,
- Excellent financial management skills,
- Fundraising Skills.

**SPECIAL REQUIREMENTS;**

- Effectiveness in developing procedures and new systems
- Ability to provide technical support
- Ability to prepare reports, formulating positions on issues, articulating options concisely conveying maximum necessary information, making and defending recommendations.
- In depth knowledge of financial systems, financial/administrative management and reporting.
- Ability to plan and manage in a multiple deadline working environment
- Pro-active financial officer with risk assessment aptitude

**SPECIAL ATTRIBUTES;**

- Ability to work under pressure,
- Honesty,
- Ability to meet deadlines,
- Strong initiative
- High integrity,
- Self motivated,
- Good safe key handling skills.

**Languages:** Fluency in spoken and written English. French is positively valued.

**Enquiries** about the position and **Applications** which should include a letter of motivation and a C.V. with details of education background, work experience and three references should be sent to; [program@defenddefenders.org](mailto:program@defenddefenders.org) by the 31<sup>st</sup> January 2010. Successful applicants will be contacted by 22<sup>nd</sup> February 2010.

Further information about the activities of East and Horn of Africa Human Rights Defenders Project can be obtained from the website; [www.defenddefenders.org](http://www.defenddefenders.org).