



VACANCY:

ROLE TITLE: Finance and Admin assistant

**LOCATION: YATIMA OUTREACH,
CORPORATE OFFICE, NAIROBI**

Role Summary: Reporting to the Senior Accountant, the Finance & Administration Assistant is responsible for supporting the day-to-day finance, procurement, and administrative functions of the organization. The role assists in maintaining accurate financial records, coordinating procurement and office administration activities, and ensuring compliance with organizational policies, donor requirements, and statutory regulations. The position supports efficient operations while safeguarding the integrity of financial and administrative processes in line with the organization's mission, vision, and strategic objectives.

Role Details: You are expected to:

- 1) Assist the Senior Accountant in all aspects of the day-to-day accounting function such as cashflow management, reporting and audit (both internal & external) in accordance with statutory laws, donor guidelines, and organizational policies.
- 2) Process all assigned financial transactions in the accounting software i.e. QuickBooks and Reconciliation of all bank and cash accounts on a monthly basis.
- 3) Coordinate office administrative functions including office supplies, utilities, maintenance, transport, logistics, insurance cover renewals, service contracts, meeting logistics, and staff welfare procurement to ensure efficient organizational operations.
- 4) Collaborate with program teams to understand procurement needs and align them with budgets cost-effectively.
- 5) Support operations and compliance of the procurement committees at each project centre, Coordinate vendor selection, tendering, and contract administration.
- 6) In collaboration with the Senior Accountant, process supplier and contractor payments in line with approved budgets.
- 7) Maintain accurate asset registers, coordinate asset acquisitions, transfers and disposals, and oversee periodic stock counts.
- 8) Prepare timely finance, procurement and administrative reports to support management decision-making.
- 9) Support the Management in maintaining effective working relationships with suppliers, partners and other stakeholders.
- 10) Support the implementation of internal controls to safeguard financial, procurement and administrative processes
- 11) Support cost-effective restocking and procurement at all times.
- 12) Support HR & Senior Accountant in procurement of staff welfare services (medical insurance, WIBA, pension, payroll-related contracts etc).
- 13) Build strong viable working relationships with other organizational locations and departments.
- 14) Other related duties as may be assigned.

Candidate Profile - Minimum Requirements:

- ✚ **Bachelor's Degree in Finance or related field;**
- ✚ Be a holder of at least CPA II (Sec 3/4) certification or equivalent. (Updated membership of relevant professional body e.g. ICPAK will be an added advantage)
- ✚ MUST be a **mature born-again Christian** with a supporting verifiable testimony.
- ✚ Be **above 26 years of age**.
- ✚ MUST have at least **2 years of progressive work experience** in a busy accounting, procurement, and administration role preferably in a community-based organization or other relevant institution.
- ✚ Good working knowledge of Kenyan finance laws and donor-funded project requirements.
- ✚ Strong accounting knowledge, procurement procedures, and financial reporting.
- ✚ Capacity to interpret financial data and identify variances.
- ✚ MUST have a valid **Certificate of Good Conduct** from the relevant government authorities.
- ✚ Proficient in MS Office especially MS Word, MS Excel, MS Powerpoint
- ✚ Excellent knowledge of accounting software preferably QuickBooks.
- ✚ Be able to perform well under minimum supervision and occasionally demanding circumstances
- ✚ Excellent communication skills (internal and external) in both written and spoken English, Swahili, and interpersonal skills.
- ✚ Able to set priorities and work under pressure for meeting deadlines

- ✚ **Have an enthusiastic approach to work, ability to perform under minimum supervision, pressure and demanding circumstances**
- ✚ MUST be flexible, self-motivated, hardworking and a team player.
- ✚ Have good attention to detail, planning/organizational skills and ability to meet strict deadlines

Application Process:

Please send your **customized cover letter & CV** via: <https://forms.gle/HoXxgAakymp5FWKk7>

NB: This is a mandatory step in the application process.

Application Deadline: **Tuesday 28th July, 2026.** Do NOT send in your testimonials at this point.