



# finance assistant

Nairobi, Kenya

# About Development Initiatives

Development Initiatives (DI) is an independent international development organisation working on the use of data to drive poverty eradication and sustainable development.

Since DI was established in 1993 our expertise and passion has been rooted in the role data can play. We are focused on getting better data on poverty and vulnerability, so we know where need is greatest and whether efforts are working. We are dedicated to improving information about resources so that they can be targeted effectively – and we want to help others use data to improve decision-making and drive better results.

We work to ensure that decisions about the allocation of finance and resources result in an end to poverty, increase the resilience of the world's most vulnerable people, and ensure no one is left behind. We want these decisions to be underpinned by good quality, transparent data and evidence on poverty and resources, and lead to increased accountability and sustainable long-term outcomes.

We believe there are enough resources in the world to consign extreme poverty to history, but poor or inaccurate information means these resources are not reaching those who most need them. While data alone will not end poverty, it is a vital catalyst for increasing knowledge, providing clarity and improving decision-making at local, national, regional and global levels.

Our work focuses on three key areas:

1. Measuring the progress of people out of poverty

Our work on poverty is about driving commitments and investment towards improving poverty data, and drawing on existing data to start building a clearer and more accurate picture of poverty

2. Investments to end poverty and build resilience

Our work on resources is about informing national, regional and international actors on how to mobilise, track and improve the targeting and effectiveness of the many different resources that can address poverty, vulnerability and crisis

3. Data use of sustainable development

Our work on data use is about breaking down barriers to data use, improving data availability and usability, and helping people use data effectively in order to drive efforts to end poverty and build resilience

*“An indispensable tool that shines a light on progress” DFID Senior Humanitarian Policy Advisor (about our [Global Humanitarian Assistance Report 2017](#))*

# Finance Assistant, Nairobi, Kenya

## Role content and purpose

Reporting to the Management Accountant, the post-holder will be responsible for providing financial support to programme activities through the technical duties stated below, working as an integral part of the finance office in Nairobi and in coordination with the UK Finance Head office.

This is a highly reactive role and the post holder needs to be agile and able to respond to requests quickly and efficiently.

## Role profile

- Support in the preparation of management accounts by ensuring transactions are coded correctly, supported by all required invoices/receipts, and logged to Access Dimensions system.
- Maintenance of supplier relationships by being the primary communication contact person while ensuring reconciliation and record-keeping of the accounts and maintaining creditors lists.
- Management of staff accounts by ensuring advances and expenses comply with policy, are correctly coded, authorised, reconciled for payment and logged to Access Dimensions.
- Check purchase invoices are correctly coded, are authorised in compliance with policy and logged to Access Dimensions for payment.
- Raise sales invoices, disbursement requests and inter-company recharges.
- Bookkeeping and filling to ensure accurate records to support Audit.
- Reconcile bank and petty cash accounts.
- Train new joiners and provide refresher training to existing staff on use of FocalPoint.
- Statutory compliance by ensuring the payments for deductions are submitted before the cut-off dates.
- Asset Management, responsible for tagging, recording and insurance of assets.
- Working closely with Admin on logistics support and procurement of office services and goods.
- Any other tasks that may arise from time to time.

## **General responsibilities**

- Be aware of and take personal responsibility for any health and safety issues and obligations.
- Uphold all aspects of company policies and procedures and legal requirements in relation to personal conduct.
- Prepare for and engage in one-to-one meetings and performance management appraisals.
- Maintain professional development and personal development plans.
- Be willing and committed to taking on new work as required, and be proactive.

No job description or role profile can encompass all tasks and duties that may be required, and we will expect the postholder to carry out other duties and tasks from time to time that are broadly consistent with those in this document.

## Person specification

Area		Essential/ desirable
Experience	<ul style="list-style-type: none"> <li>Over a year's experience working within a finance function</li> </ul>	E
Skills and abilities	<ul style="list-style-type: none"> <li>Able to work with minimum supervision but can also work collaboratively in a team environment</li> </ul>	E
	<ul style="list-style-type: none"> <li>Ability to work under pressure and deliver on time with attention to detail and accuracy</li> </ul>	E
	<ul style="list-style-type: none"> <li>Excellent communication skills, both verbally and in writing</li> </ul>	E
	<ul style="list-style-type: none"> <li>Comfortable using Microsoft applications including Word, Excel and Outlook</li> </ul>	E
	<ul style="list-style-type: none"> <li>Excellent organisational skills</li> </ul>	E
Education	<ul style="list-style-type: none"> <li>KCSE certificate with a minimum grade of C+ or above including Maths &amp; English</li> </ul>	E
	<ul style="list-style-type: none"> <li>Bachelor's Degree in business</li> </ul>	E
	<ul style="list-style-type: none"> <li>CPA Section 4 and above</li> </ul>	E
Knowledge	<ul style="list-style-type: none"> <li>Knowledge of accounting systems</li> </ul>	E
	<ul style="list-style-type: none"> <li>Knowledge of other IT and particularly advantageous to have experience of Access Dimensions and FocalPoint</li> </ul>	D
Personal attributes	<ul style="list-style-type: none"> <li>Being a self-starter who can work independently with minimal support</li> </ul>	E
	<ul style="list-style-type: none"> <li>Confident in questioning the validity of information, in recognising anomalies and errors and able to offer ideas and solutions</li> </ul>	E

## Contractual details

Start date:	Dependent on notice period (from end June 2019)
Location:	Shelter Afrique Building, 4 <sup>th</sup> Floor, Mamlaka Road, Nairobi, Kenya
Length:	Fixed term contract for 1 year
Hours:	35 hours a week, Monday–Friday
Probation:	3 months
Leave:	25 days pro rata, plus all bank/public holidays

## Application details

Your CV (no more than three pages) and covering letter, which should detail your skills and evidence of experience and how it relates to the job description, should be emailed to Connie Fitzgerald (Human Resources Officer) at [HR.Africa@devinit.org](mailto:HR.Africa@devinit.org), quoting ref:

**Finance Assistant** in the email subject line. Your letter should also include your salary expectations, notice period/available start date and where you saw the job advert.

Closing date: 9 June 2019

1<sup>st</sup> Interviews: w/c 17 June 2019

2<sup>nd</sup> Interviews: to be arranged if required

## Other

We welcome applications from all sections of the community.

We have a duty to prevent illegal working by checking potential employees' documents, before employing them, to ensure they have the right to work in the country in which this post is based.

Evidence of right to work will be requested.

Development Initiatives is an equal opportunities employer and in line with our policies, we aim to ensure that no job applicant receives less favourable treatment on the grounds of race, colour, nationality, religion, ethnic or national origin, age, gender, marital status, sexual orientation or disability.

We find it helpful for all applicants to complete our Diversity Monitoring Form found on our website at: <http://devinit.org/working-with-us/vacancies/>

## Working together

“People are our greatest asset” – it’s a well-used saying, but at Development Initiatives, it really is true.

We acknowledge that we work in an environment where the pace is often fast, and we need our people to be able to respond swiftly and creatively to new situations and demands, so it makes sense that the better our employees are, the more effective we will be and for this reason, we work hard to create an environment that meets everyone’s needs.

In line with our values (empowering, transparent, impartial, innovative, agile, quality), we aim for a culture of honesty and openness and want to attract and retain talented people who share our vision. We also like to offer individuals the space to use their talents in an innovative working environment with colleagues who are passionate about our vision. We also offer:

	UK	US	East Africa
Informal work environment (e.g. casual dress)	✓	✓	✓
Pension scheme with 5% employer contribution	✓		✓
Flexible working arrangements (e.g. homeworking, flexitime)	✓	✓	✓
Medical Insurance		✓	✓
Paid study leave and financial support	✓	✓	✓
Paid professional membership fees	✓	✓	✓
Buy/sell holiday scheme	✓	✓	✓
Enhanced holiday entitlement, plus all bank and public holidays and discretionary paid time off at Christmas	✓	✓	✓
Up to five days' paid volunteering leave (addressing poverty/helping vulnerable people)	✓	✓	✓