



## VACANCY ANNOUNCEMENT

### Terms of Reference

**Position:** Finance Officer

**Location:** Mombasa

**Application Deadline:** 30<sup>th</sup> May 2021

**Starting Date:** 1<sup>st</sup> July 2021

**Duration Contract:** One year with the possibility of extension

**Reports to:** Executive Director, DAYO

**Background:**

Dream Achievers Youth Organization (DAYO) was founded in 2005 as a theatre performing outfit by young people who saw the need of using art to raise awareness on the issues affecting adolescents and young people in Mtopanga area of Mombasa. Due to the increased need to expand its area of intervention, DAYO was later registered as a community based organization (CBO) in 2009.

DAYO currently implement Projects in five Kenyan Counties; Kilifi, Kwale, Kisumu, Nairobi and Mombasa.

**Our vision:-**Our vision is a community where the youth are free from poverty and diseases.

**Our mission:-** is to build capacity and response by preventing and reducing the risks of economic uncertainty among the youth in the region. To realize this vision, our interventions are anchored on four thematic pillars.

**These are:- Education, Health, Livelihood and Social justice.** Our core values include; integrity and professionalism; transparency and accountability; equality and equity; compassion and team work.

**Job Summary:**

DAYO is now seeking a qualified Finance Officer who will have the main responsibility for the DAYO Programs Accounting.

**Responsibility/ Terms of Reference**

The Finance Officer is responsible for maintaining the budget, recording and reflecting fully, accurately, clearly and in a timely manner the funds that are allocated and the disbursements made to support project implementation, in accordance with the approved documents and the liquidation of expenditures on an annual and quarterly basis as well as upon project termination. The Finance Officer will ensure the use of standard financial and accounting procedures in line with the DAYO Financial and Procurement Policy.

**Specific responsibilities**

- Participate in preparation of annual and quarterly work plans, prepare quarterly advance requests for Donor funding in the applicable format.
- Maintain petty cash transactions, including writing receipts, preparing payment request forms, and disbursement of cash and clearance of advances.
- Manage banking transactions related to the project, including preparing bank transfer requests, submitting them to the bank, monitoring transfers and preparing monthly bank reconciliation statements and reporting.
- Reconcile all balance sheet accounts and maintain records on file.
- Monitor expenditure of petty cash and ensure records on file are up-to-date.
- Filing returns to KRA, NHIF and NSSF.
- Continuously improve systems & procedures to enhance internal controls to satisfy audit requirements.
- Maintain an inventory file to support purchases of all equipment/assets.
- Undertake other relevant matters assigned by the Executive Director.

**Level of Education & Qualifications**

The minimum required academic and professional skills for the jobholder to perform successfully in their job are:

- University degree/Diploma with knowledge in accounting, finance or a related field.
- At least 3 years of experience in financial and accounting work, solid experience budgeting, planning and reporting on international funded projects.
- Working experience with NGO/ CBO project is an asset.
- Good knowledge of administrative and accounting regulation and procedures.
- Good computer skills in common word processing (MS Word), spreadsheet (MS Excel), and accounting software.
- Must have experience in QuickBooks Reporting.

- Must have experience in Mpesa Payment System.
- Working English language skills in both writing and speaking.

### **Working Conditions**

The position periodically requires the job holder to sometimes work long and odd hours when necessary to meet deadlines or respond to specific situations. The job is conducted in an office environment with regular field visits to affiliate organizations and target communities. The work presents limited exposure to job related hazards. Regular travels in sometimes difficult circumstances may be necessary.

Interested candidates should send their CV and application letter which should include **current and expected remuneration** and contact details of three work-related referees, by e-mail to [info@dreamachieverskenya.org](mailto:info@dreamachieverskenya.org) and CC [dayokenya@gmail.com](mailto:dayokenya@gmail.com) to **Programs Director, Dream Achievers Youth Organization, P O Box 14026-80117. Mtopanga, Mombasa.** [www.dreamachieverskenya.org](http://www.dreamachieverskenya.org) do not attach certificates and testimonials at this stage.

### **Kindly Note;**

- The closing date for submitting applications is, **30<sup>th</sup> May 2021**
- We regret that only short-listed candidates will be contacted.
- We highly encourage women who meet the above qualifications to apply
- All applications received after the deadline won't be considered
- Must be below **30 years old.**