



## ADVERTISEMENT FOR FINANCE OFFICER

Vacancy Announcement No.:	AAS/F&O/23/05
Position Title:	Finance Officer
Department	Finance Department
Position Location:	Nairobi, Kenya
Reporting to	Financial Accountant
Organization	African Academy of Sciences
Duration:	Fixed Term - 1 Year, renewable
Closing date:	25 <sup>th</sup> August 2023

### Organisation overview

The African Academy of Sciences (AAS) is a non-aligned, non-political, not-for-profit pan African organisation headquartered in Nairobi, Kenya, whose vision is to see transformed lives on the African continent through science. Our tripartite mandate is recognising excellence through the AAS's highly prestigious fellowship and award schemes, providing advisory and think tank functions for shaping Africa's Science, Technology, and Innovation (STI) strategies and policies and implementing key STI programmes addressing Africa's developmental challenges. The current strategy for the AAS focuses on five strategic focus areas: Environment and climate change, health and wellbeing, natural sciences, policy and governance and social sciences and humanities. The AAS's mission is to leverage resources through excellence and thought leadership for sustainable development.

### Role overview

The Finance Officer is responsible for the Academy's payroll administration, budgetary planning and control to ensure effective and efficient utilization of resources. The incumbent has overall responsibility for ensuring the Academy's statutory compliance and cash management.

### Duties and responsibilities

#### 1. Payable and Receivable Maintenance

- Vendor Reconciliation for Payments or lack of.
- Staff aging analysis and reconciliations i.e Customer Cards, Credit Cards, Imprest Accounts, Workshop Accounts, Travel Accounts.
- Grantee Reconciliations and Analysis.
- APTI Grant Management.
- Monthly System reconciliations Grantee, Cash and Bank.
- Passing Journals and Grantee Journals to make corrections to wrong system entries monthly before month end closure.

#### 2. Organizational and Grant Management

- APTI Grant Donor Reporting.
- Run monthly budget analysis reports to review budgets vs actuals, with trends, insights, concerns and recommendations clearly elaborated as requested.
- Grantee Support with reviews monitoring and General Support.
- Grantee Reconciliations and payments

- Promote accountability of grants processes, funds, compliance to funders requirements. Ensure they adhere to reporting timelines by developing and maintaining a grant tracking database to monitor the flow of grants from the time full grant documentation is received to the time the first payment is made;
- Verify reported expenses to ensure they are allowable, allocable, and reasonable by maintaining a comprehensive timetable for grant financial reporting from Grantees to the Donors and follow-up to ensure adherence of reporting timelines;
- Provide financial backstopping to grantees when implementing grants to achieve set objectives. Review of grantees reported expenses through cross examination of expenses and providing feedbacks;
- Analyze financial transactions to ensure that they are correctly charged, and financial positions provided to funders are a true & fair representation of financial position. Support the Head of Finance in reviewing and consolidating grantees financial reports for grants within specified donor formats, ensuring accuracy and compliance with Donors Requirements.
- Advise the Programme Managers and the Management on current financial status by ensuring accuracy and correct coding of financial transactions and reconciliations of grants financial reports in the financial system;
- Facilitate smooth, prompt (timely), and quality implementation of grants by preparing adhoc operating reports, analysis and financial statements from general and subsidiary ledgers for Management consumption.
- Facilitating Grant Audits and Funding to Grantees.
- Requesting Grant Funding from Donors.
- Grant Assessment and Capacity Building to Grantees where needed.

### **3. Accounts Administration**

- Process Withholding tax in compliance with regulator's standards;
- Maintain custody of the safe, petty cash and cheque books and ensure approved requisitions for staff travel and purchase office supplies are disbursed in time.
- Perform monthly bank and cash reconciliations.
- Invoicing and Disbursement of vendor payments within the negotiated credit period and ensure all the requisite documents such as invoices and delivery notes are provided prior to the remittance of payment to suppliers.
- Upload Statutory payments into the NCBA portal.
- Facilitate internal and external audit processes by ensuring all supporting financial information required is available before commencement of the annual audit exercise;
- Serve as an agent of the organization to the bank and negotiate for suitable forex exchange rates with treasury dealers.
- Participate in Organizational Month end Closure.
- Fixed Asset Management and Custody Control.

### **Person Specifications**

#### **Academic Qualifications**

- Bachelor's degree in Commerce, Accounting or its equivalent.

#### **Professional Qualifications**

- Partial completion of ACCA/CPA certifications

#### **Experience and Knowledge**

- At least 3 years' relevant experience in Accounting with an NGO Set up;
- Knowledge of processing payments through online Banking required
- Knowledge of non-profit organization accounting regulations an advantage

- Computer proficiency and familiarity with a range of software applications including MS Excel, MS Word, and other accounting packages
- Knowledge of MS Dynamics Serenic Navigator or Ms Navision an added advantage

## DESIRABLE QUALIFICATIONS

### Skills /Competencies

- Sound judgment and decision-making skills.
- Capacity to build, develop and maintain partnerships and coordinate with a range of partners.
- Familiarity with the work and general functioning of the African Union, international organizations and /or the UN system.
- Proficiency in Microsoft Office i.e. Word, Excel, PowerPoint, MS Project, Outlook, Database
- Possess well-developed interpersonal skills
- Excellent communication skills across age groups, organizational levels, and partners
- Able to perform work independently with minimal supervision, but also work in a team
- Possess strong attention to detail and maintaining a timely and efficient workflow
- Have strong analytical skills and excellent organizational skills
- Able to prioritize, work under pressure, and multi-task
- Have unquestionable integrity, confidentiality and respect.

### Languages

- Excellent knowledge of English (written and spoken)

### **Additional information**

This is a fixed term engagement. The successful candidate will be engaged full time (40 hours/ week) for a period of 1 year (*renewable-subject to availability of funds and individual performance*) working at the AAS offices in Nairobi, Kenya.

Interested candidates are encouraged to submit their application attaching the [Job Application Form \(JAF\)](#) , one-page cover letter and curriculum vitae/ resume.

**Applications without the Job Application Form will be disqualified.**

Applications should be sent to [recruitment@aasciences.africa](mailto:recruitment@aasciences.africa) with the subject *Finance Officer* by **25<sup>th</sup> August 2023 17:00HRS EAT**. Only shortlisted candidates will be contacted.

Website: [www.aasciences.africa](http://www.aasciences.africa)