



## THE KENYA SCOUTS ASSOCIATION

### JOB VACANCY

#### RE-ADVERTISEMENT

#### POSITION: **FINANCE AND ADMINISTRATION OFFICER**

#### INTRODUCTION

The Kenya Scouts Association was founded in 1910 and is a registered member of the World Organization of the Scouts Movement. It is a voluntary non-political educational movement for young people without any form of discrimination. The Association is committed to provision of value-based and skills-oriented education for young people.

The Association is striving to achieve international certification for best practices and effective financial management is the cornerstone of this process. As a result of this, the Association would like to engage the services of a **Finance and Administration Officer** to lead a wider financial and administration team.

#### KEY RESPONSIBILITIES

- In charge of financial and accounting functions for the KSA.
- Ensure that internal and external financial and accounting requirements are met in accordance with KSA's and partners' procedures and standards.
- Implement policies and procedures as outlined in KSA's Financial, Procurement, Personnel and Administration manuals or guidelines.
- Assist in preparation of annual budget.
- Develop and maintain systems of internal control.
- Manage the maintenance of accounting systems, data and the presentation of financial data for both internal managerial purpose and external reporting requirements.
- Manage the Association ERP System in liaison with line staff
- Manage monthly reconciliation of all bank accounts and general ledger balance sheet items to the trial balance.
- Supervise and Coordinate the work of departmental staff
- Ensure timely processing of monthly payroll.

- Prepare and make timely submission of statutory and non- statutory payments such as Income taxes, NSSF, NHIF and pensions. Ensure that related records are maintained.
- Manage the Association's Revenue Centers and Funded Projects
- Prepare monthly reports on accounts receivables/parables and assist in timely collection of any outstanding.
- Oversee Budgets implementation
- Prepare and submit management accounts and reports.
- Prepare and submit to the Management Committee draft annual financial statements
- Liaise with external auditors during external audit exercise.
- Any other duties as may be assigned from time to time by the management.

### **QUALIFICATIONS, KNOWLEDGE AND SKILLS**

- Bachelor of Commerce Degree in Accounting, Finance or Business Administration.
- Should have a professional qualification on accounting – CPAK (K) or its equivalent.
- Knowledge of business and management would be an added advantage.
- Good interpersonal skills with ability to build personal relationships with staff, partners and leaders at all levels.
- Should have strong public relations, communication, negotiation, administration.
- Excellent analytical and report writing skills.
- Proficiency in computerized accounting with bias on Sage Pastel systems.
- At least three (3) years in a similar position preferably in a Public Sector or Non Profit Making Environment.

### **TERMS AND CONDITIONS**

The engagement shall be on permanent terms and the remuneration package is negotiable. Such remuneration shall be subjected to normal tax deductions.

Those who had sent in their applications need not to re-apply.

All applications should be addressed to:

*The National Executive Commissioner  
The Kenya Scouts Association  
P.O Box 41422-00100, NAIROBI.*

Hardcopies may be dropped at the KSA HQ Reception Desk on a working day or sent by email to [nec@kenyascouts.org](mailto:nec@kenyascouts.org) to reach him not later than **Friday 26<sup>th</sup> February, 2016.**