



## VACANCY ANNOUNCEMENT

### ACCOUNTS & ADMINISTRATION ASSISTANT

<b>Position Title:</b>	Accounts & Administration Assistant
<b>Department/Programme:</b>	Finance & Administration
<b>Line Manager:</b>	Grants Officer
<b>Direct Reports:</b>	N/A
<b>Contract Duration:</b>	2 years (with possibility of renewal based on performance).
<b>Duty Station:</b>	Nairobi
<b>Posted:</b>	26 <sup>th</sup> June 2023
<b>Application Deadline:</b>	Applications are accepted on a rolling basis until the position is filled with initial cut off on 11 <sup>th</sup> July 2023.

#### **ABOUT TISA**

TISA (*The Institute for Social Accountability*) is a national civil society organization committed to the realization of sound policy and good governance in Kenya. TISA, registered as a trust, has been operational since March 2008 and continues to engage with various relevant state and non-state actors in its quest to promote effective local governance in Kenya. TISA has built up considerable expertise and networks in local governance, participatory governance, advocacy strategies, capacity building and practice learning while growing in experience and capacity in the development of capacity building tools and curricula in these areas.

#### **JOB SUMMARY**

The **Accounts & Administration Assistant** will be responsible for efficiently executing finance and accounting operations, supporting the other functions of operations – administration, – in ensuring effective support to the Institute’s programs. The role is expected to ensure the financial and legal integrity of the Institute within the framework of policies, procedures, and statutory requirements. In addition, he/she will provide support to program teams on compliance to donor rules and regulations providing budgetary oversight on project activities. The incumbent is expected to maintain appropriate books of accounts, transaction activities and their relevant documentation.

#### **Duties and Responsibilities**

##### **Finance and Accounting**

##### **1. Operations**

- Preparation of payment vouchers, registration of payment vouchers and other payment requests for goods and services received, ensuring valid supporting documents, and obtaining authorization and approval.
- Posting all vouchers into transaction spreadsheet on daily basis for review by the Grants Officer. Ensure that all information in the spreadsheet is correct and complete.
- Ensure processing & paying supplier invoices in an accurate and timely manner. ‘Paid’ stamping of all the invoices and related documents before filing.

- Entering financial transactions in the accounting system.
- Preparing cheques based on approved payment vouchers and maintain cheques register.
- Petty cash management. Processing of petty cash transactions on daily basis. Ensure petty cash is replenished on time to meet daily cash needs. Carry out cash count as per the required schedule. Document the cash count sheets for records.
- Photocopying and scanning of all necessary documents.
- Facilitating the movement of memos, payment vouchers and cheques for signatories.

## **2. Budgetary and Funds management.**

- Bank all receipts and maintain necessary bank deposit documents etc.
- Visit Bank for necessary collection & submission of financial documents.
- Preparation of appropriate documentation for banking transactions (bank drafts, transfers, cheques books etc.).

## **3. Reporting**

- Perform monthly bank reconciliations on or before the stipulated deadline.
- Maintenance of filing systems for payment vouchers, receipts, bank statements.
- Payroll support by filing of statutory returns and payment of other payroll deductions to the relevant bodies in an accurate and timely manner.
- Support production of quarterly financial statements.

## **Administration**

- Participate in vendor mapping and supplier visits to collect information that will support the due diligence process of identifying competent, reputable, and reliable suppliers of goods and services.
- Prepare Request for Quotation (RFQ), Invitation to Bid (ITB) or Request for Proposal (RFP), receive bids and proposals and prepare a summary matrix of quotations.
- Provide technical support to the Procurement Committee when evaluating bids and proposals and negotiating contracts with suppliers and vendors against approved technical specifications in full compliance with TISA policies.
- Ensure the supporting documentation is accurate and on file to assist the timely payment to vendors, and follows up with requestors, suppliers, and other relevant parties to address any deficiencies and/or discrepancies.
- Maintenance of complete and accurate procurement master files, vendor files, and other procurement-related records following established standards.
- Coordinate with the administration department to confirm that goods/services delivered are what was ordered in the correct quantities and quality, they arrive on schedule and at the right cost.

### **Required Skills and Experience**

- Bachelor's Degree in Accounting, Finance or related field from a recognized university.
- Fully qualified accountant, CPA-K holder.
- 3+ years of relevant professional experience working in an NGO.
- Donor experience - proven experience in fund-based accounting work.
- A sound knowledge of accounting and financial management.
- Experience with accounting software and excellent knowledge of accounting, book-keeping and forecasting and operations management, and proficiency in MS-Office especially Excel.
- Familiarity and understanding of the financial donor reporting requirements.

### **Personal attributes/Competencies**

#### **Creating & Innovating**

- Produces new ideas, approaches, or insights; creates innovative programmes; produces a range of solutions to problems; seeks opportunities for organizational improvement; devises effective initiatives.

#### **Learning and Researching**

- Rapidly learns new tasks committing information to memory; gathers comprehensive information to support decision making; demonstrates a rapid understanding of new presented information; encourages organizational learning approach; manages knowledge (collects, catalogues, and disseminates knowledge).

#### **Delivering Results**

- Applies specialist technical expertise; develops job knowledge through continuous professional development; shares expertise and knowledge with others.
- Sets high standards for quality; monitors and maintains quality and productivity; works in a systematic, methodical, and orderly way; consistently achieves project goals.
- Works productively under pressure; keeps emotions under control during difficult situations; maintains a positive outlook; handles criticism well and learns from it.

#### **Adapting to change**

Adapts to changing circumstances; accepts new ideas; adapts interpersonal style to suit different people and situations; shows sensitivity towards cultural and religious differences; deals with ambiguity and makes use of the opportunities it presents.

### **HOW TO APPLY**

Interested and qualified candidates are required to **complete the pre-submission questionnaire by clicking on this link [TISA Pre-screen Questionnaire](#)**. Thereafter they are requested to **submit one document** containing the cover letter and their CV with at least three professional referees by via email to [hr@tisa.or.ke](mailto:hr@tisa.or.ke). Please include the reference: ***“Accounts and Admin Assistant”*** as the subject of the email application.

Applications accepted on a rolling basis until the position is filled. Only shortlisted candidates will be contacted.

***TISA is committed to safeguarding and promoting the welfare of children and vulnerable adults. We expect all staff, volunteers, and partners to share this commitment.***