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Background

OGRA Foundation is a non-governmental organization registered in Kenya. Its core pillars are disease prevention and treatment; maternal child and adolescent health; health systems strengthening; community empowerment; and disaster preparedness and emergency response. Our mission is to create sustainable health & education solutions to communities in Sub-Saharan Africa through innovative integrated interventions.

OGRA Foundation in partnership with Kenya Red Cross Society is implementing the Global Fund Program –New Funding Model 3 (NFM 3) in Kisumu and Busia Counties.

OGRA Foundation is currently looking for able professional to fill the following position in the organization:

Finance Assistant

Overall Job Function:

To provide day to day support service to the implementation of project interventions and be responsible for reviewing field expenses and liquidations from project staff.

Key Responsibilities:

- Provide guidance on and implement OGRA Foundation's financial policies and procedures and donor compliance requirements
- Record all financial transactions accurately, completely and in a timely manner in line with the organization and donor requirements
- Ensure sound financial management and compliance activities of assigned grants/projects and office operational activities to include:
 - ✓ Monitoring of project budgets and expenses
 - ✓ Preparation of vouchers, cheques, Mpesa and EFT payments and processing of payments
 - ✓ Invoicing/tracking of accounts receivable and cash receipts.
 - ✓ Maintain, Record and Reconcile petty cash accounts
 - ✓ Liquidation of employee receivables in line with manual records/expense forms from staff
 - ✓ Conducting site visits and training/mentoring of project staff.
 - ✓ Preparation of bank reconciliations, filing of all accounting vouchers and documents
- Ensure all financial assets are adequately recorded, safeguarded and all financial documents are securely filed
- Ensure availability of accurate, complete, and timely financial information for decision making purposes by senior management
- Record, count and update the Asset and Inventory Register regularly.
- Participate in other program implementation activities and miscellaneous finance duties as required and assigned by the Finance and Administration Manager.

Requirements:

- Bachelor's degree in Commerce (BCOM) or Business Administration majoring in accounting or Finance
- A minimum of at least two (2) years of accounting experience in a similar capacity working with an international NGO on donor funded project projects
- Have Professional Accountancy Qualifications (CPA II / ACCA II)
- Demonstrate strong inter-personal skills and the ability to transfer knowledge and visit project sites
- Hands on application of Microsoft Office, (Word, Excel and PowerPoint); working knowledge of Quick Book accounting software preferred

- Demonstrable Knowledge of MPESA Bulk Payment System
- Excellent verbal and written communications skills to include conflict resolution, priority management, and managing expectations of multiple clients
- Familiarity with Global Fund financial management and reporting will be an added advantage

Application Procedure

Interested applicants are invited to send their applications detailing current and expected salary and a CV with contact details of three referees to the Human Resource Manager at recruitment@ografoundation.org with the position applied for as the subject line by 12th October 2021.

Canvassing by applicant is strongly discouraged.

Only shortlisted candidates will be contacted.

OGRA Foundation is an equal opportunity employer.

OGRA Foundation



Giving Hope, Saving Lives