



Economic and Social Rights Centre (Hakijamii)

P. O. Box 11356-00100, Nairobi, Kenya Email: esrc@hakijamii.com

JOB OPPORTUNITY

FINANCE & ADMINISTRATIVE OFFICER - BASED IN NAIROBI

OVERVIEW OF THE ORGANIZATION

Founded in 2004 and registered in 2007, Economic and Social Rights Centre- Hakijamii is a national human rights organization that works with marginalized groups living in urban and peri-urban areas to amplify their voices to effectively claim their economic and social rights and live a dignified life. It is registered as a Non-governmental organization (NGO) under the NGO Coordination Act. It has its Secretariat in Nairobi, with strategic community partners in Nairobi, Kisumu, Garissa, Kakamega, Isiolo, Kwale and Mombasa.

Hakijamii envisions a society that is free from discrimination, exploitation and injustice. Our mission is to strengthen the capacity of people's organizations to effectively and directly participate in advocating and realizing their economic, social and cultural rights in Kenya. Throughout our existence, the organization has been guided by the goal of promoting social movements to engage in realizing and promoting human rights-centered practices and policies in realization of economic and social rights. The organization has four main result areas namely: Health, Water & Sanitation, Land & Housing, Education & Public Interest Litigation, Research, Budget and Policy Analysis.

Hakijamii's four major approaches in its work delivery includes, research, advocacy, public interest litigation and resource allocation. Our budgeting and research work feeds into policy formulations, review and implementation through resource allocation and citizens engagement in governance processes. The organization is keen to bridge inequality gaps through policy implementation at county and national levels and citizens participation in governance processes.

To this end the organization seeks to recruit a **Finance & Administrative Officer** to assist in the effective implementation and enforcement of economic and social right in Kenya.

JOB PURPOSE

The Finance and Administration Officer will provide Hakijamii Team with appropriate finance, human resource, and administrative support to effectively implement its programmes. S/he will report to the Finance Admin & HR Manager and will be based in Nairobi.

SUMMARY OF KEY AREAS OF RESPONSIBILITY

- Finance
- Office Administration
- Human Resources

DUTIES:

1. Finance:

- Keep financial records and perform financial procedures (e.g, receipts, payments requests, petty cash).
- Assist the organisation and management of internal and external audits.
- Ensure expenses are authorized and processed in accordance with agreed procedures for both Hakijamii and donors.
- Maintain the accounting reporting process, ensuring the accuracy and completeness of ledgers and all supporting documentation and compliance with finance and procurement regulations.
- Maintain accounting records, ensuring they are complete, accurate, well archived and safeguarded.
- Prepare multi year donor and institutional budgets, and track budget implementation
- Ensure agreed reporting dates are maintained according to Donor and Hakijamii's policies.
- Assist in managing partners' finance reporting ensuring compliance with Hakijamii and donor regulations

2. Office Administration:

- Develop and maintain effective office systems (e.g., IT support, office maintenance, fixed assets, supplier contact, partners), ensuring these are consistent with Hakijamii's operating requirements.
- Support the efficient running of Hakijamii's office daily operations.
- Ensure all procurement processes are in compliance with Hakijamii and donor regulations.
- Support logistics for Hakijamii's programme activities.
- Other administration duties as agreed.

3. Human Resources

- Advise on HR policies when required to ensure they comply with Kenyan statutory regulations.
- Ensure staff records are reviewed and updated as required to comply with

- Hakijamii's and statutory procedures.
- Maintain personnel records.
- Coordinate recruitment/induction in line with Hakijamii's processes.

PERSON SPECIFICATION

1. Finance:

- At least 3 years' experience in finance, HR, and office administration, ideally for an NGO.
- Experience in setting up new accounting systems.
- Experience in book-keeping and computerized accounting systems and/or Quick Books
- Experience in making improvements to financial systems will be an added advantage
- Experience in reporting to donors in an NGO environment.
- Good understanding of Kenyan laws on tax, insurance and employment etc.

2. Administration/HR:

- Experience in HR policies and procedures and administration systems.
- Experience of setting-up and managing office systems.
- Excellent IT skills, including Microsoft Office (Outlook and Excel).
- Good planning and organizational skills and efficient work methods.

3. Others:

- Ability to work well in a team, as well as independently.
- Ability to work with minimum supervision
- Excellent written and oral communication skills including presentation of financial reports in simplified form.
- Ability to communicate well in English and Kiswahili.
- Resource mobilization skills including social enterprises development

Qualifications

- Three (3) years of experience as an accountant.
- Bachelor's degree in any of the following disciplines: Commerce (Accounting/Finance Option), Finance, Business Administration, Business Management or its equivalent from a recognized institution.
- Have passed FINAL Part of professional Exams such as, CPA, ACCA or have demonstrated administrative and professional competence in work performance.
- Demonstrated attention to detail in handling general ledger accounting, Banks, Payroll processing, Accounts Payable and Accounts Receivable.
- Excellent understanding of Quick Books and Microsoft Office Suite complemented by the ability to train others on a need basis.
- Demonstrated experience in multiple online banking systems.
- Advanced Excel skills.

Application Process:

All interested applicants must submit 1) a cover letter and (2) a current curriculum vitae addressed to:

**The Executive Director,
Economic & Social Rights Centre - Hakijamii,
P.O Box 11356-00100 Nairobi-Kenya.**

All application should be sent via email to esrc@hakijamii.com on or before **Friday 29th January 2021**. Indicate **FINANCE AND ADMINISTRATIVE OFFICER** as the subject title. Kindly visit our website on www.hakijamii.com for more information about the job opportunity.

Please Note: Hakijamii does not charge any fees for recruitment process and has **NOT** assigned any recruiting firm to act on its behalf. Any canvassing will lead to automatic disqualification.

Hakijamii is an equal employer and only shortlisted candidates will be contacted.