

# INSTITUTE FOR CULTURE AND ECOLOGY (ICE)



## RE-ADVERTISEMENT FOR JOB VACANCY

JOB TITLE : Finance Officer  
JOB REF. NO. : FIN/AC-01/19  
REPORTING TO: Finance & Administration Officer  
DATE: 9<sup>th</sup> October, 2019  
APPLICATION DEADLINE: 21<sup>st</sup> October, 2019  
DUTY STATION: Head office, Thika, Kenya

### **General Position Summary**

The Institute for culture and Ecology (ICE), a local NGO based in Thika Town, is seeking to recruit a competent, highly motivated, results-oriented Finance Officer to provide support for smooth implementation of its projects and activities.

### **Main Tasks and Responsibilities:**

1. Prepare cheques or wire transfer requests based on fully approved documents in consultation with the Finance and Administration Officer and present them to signatories for review and approval
2. Prepare payment vouchers and ensure that all transactions are properly and fully documented in consultation with the Finance and Administration Officer
3. Maintain custody of the office petty cash and make daily payments of approved transactions
4. Review Staff imprest accounting forms & expense reports for accuracy and completeness and ensure that expense reports have been fully approved before payment
5. Prepare the un-cleared cash advance file and prepare past due advance report for the Finance and Administration Officer.
6. Prepare hardcopies and/or scanned copies of financial report supporting documents as required for reporting to various reporting partners.
7. Prepare and maintain utility bills payment schedule and ensure timely payments of the bills.
8. Ensure that ICE financial management and procurement procedures are adhered to and guide other staff when needed.

9. Assist in Preparation of budgets and monthly grants budget vs expenditure financial reports in consultation with the Finance and Administration Officer.
10. Prepare and submit Statutory and other monthly staff payroll deduction.
11. Assist during annual and donor commissioned audits
12. Assist in regular updating of the organizational Asset register
13. To accurately and timely record all the financial transactions in the accounting system in consultation with the Finance and Administration Officer.
14. Participate in funding proposal development
15. Perform other duties as may be appropriately assigned.

**Requirements:**

The ideal candidate should possess the following minimum qualifications:

1. A holder of a minimum of CPA section 4 and a Bachelor's degree in a business related field.
2. At least two (2) years' experience in accounting
3. Hands on experience in using QuickBooks
4. Experience in a donor funded, not-for-profit entity is an added advantage

Send a detailed CV with at least three (3) referees plus their contacts, application letter quoting position applied for, reference number, current and expected salary to [info@icekenya.org](mailto:info@icekenya.org) cc [martin@icekenya.org](mailto:martin@icekenya.org) by **21<sup>st</sup> October, 2019**. Only shortlisted candidates shall be contacted. The application letter should be addressed to:

The Executive Director,  
Institute for Culture and Ecology (ICE)  
P.O. Box 6270 – 01000 Thika, Kenya