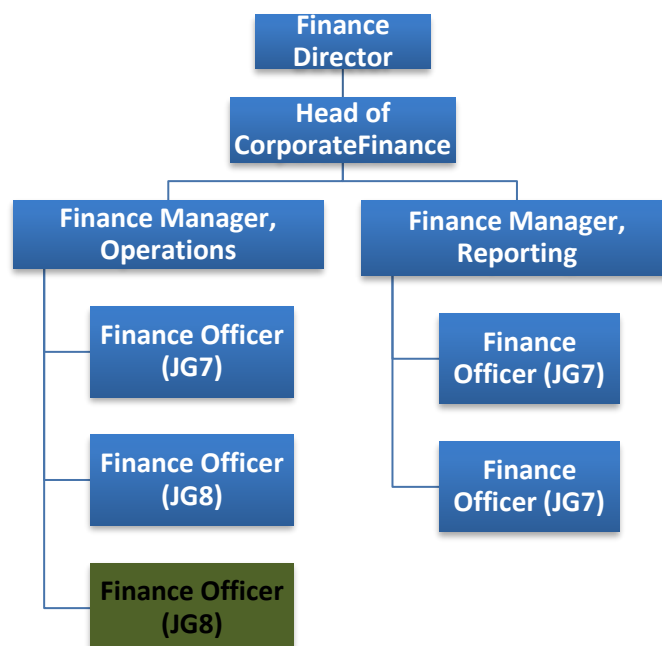


Job details	
Job title: Finance Officer, Operations	Line Manager title: Manager, Finance Operations
Grade: JG8	Direct reports: None
Department: Corporate Services	Location: Nairobi, Kenya
Job summary	
<p>The Finance Officer is responsible for processing financial transactions, compliance, assurance and preparation and dissemination of financial information for management's decision making and statutory reporting purposes. S/he will support finance operations and financial reporting functions in line with requirements by both internal and external stakeholders, including the review and reconciliation of key accounts as assigned.</p>	
Roles and responsibilities	
<ul style="list-style-type: none"> Timely processing of invoices and payments in the Financial Management Information system (FMIS) as detailed in the Service Level Agreement (SLA), ensuring they are adequately supported and in compliance with the set policies. Ensuring proper administration of taxes; Withholding Tax and VAT and payment of the same on a timely basis to the relevant authorities. Timely preparation of Bank reconciliations and prompt resolution of outstanding or reconciling items. Review and reconciliation of other balance sheet accounts including payables and receivables and following up on overdue items as well as passing corrective journals. Management of Fixed Assets and Project Assets registers. Ensure that staff advances and claims are accurately paid within the stipulated SLA metrics, have requisite support documentation and adhere to laid down policies and regulations. Ensure that surrenders for staff advances are checked for correctness before posting in the FMIS and follow ups are made for long outstanding advances. Provide required support during both internal and external audits. Perform any other assignment that may be given by the line manager from time to time. 	
Corporate level responsibilities	
<ul style="list-style-type: none"> Apply the highest standards of controls and risk management practices and behaviours and embed a positive risk and control culture. Demonstrate prudence, sound judgement and appropriate and timely escalations in management of all types of risk (including fraud risk) applicable to this role. Seek to identify, understand and escalate risk events/incidents/ issues on a timely basis focusing on fixing root-causes and taking ownership of identified mitigating actions. Complete all relevant mandatory trainings within the stipulated timeline. Participate in regular informal and formal reflection, knowledge sharing and learning events. Document lessons learned and best practices for knowledge sharing and learning. Promote and adhere to TMA's core values and ensure compliance with organisational policies and procedures. Maintain zero tolerance to bribery, fraud and corruption, and ensure the immediate reporting of any corruption or suspect behaviour that threatens TMA's reputation. Adhere to the safeguarding policies and procedures and immediately report any safeguarding concerns. 	

Organisational positioning



Academic and professional qualifications

- Relevant undergraduate degree preferably a Bachelor of Commerce in accounting or finance; and
- Certified Public Accountant of Kenya (CPA-K) or equivalent professional accounting qualification.

Work experience

- For undergraduate degree holders, at least three years of progressive work experience and for a Diploma holders, at least five years of relevant work experience in a busy accounts department.
- Hands-on experience in the use of relevant accounting and MS Office applications.
- Knowledge of accounting, auditing, financial forecasting and budgeting principles and practices.

Technical skills and behavioural competencies

- Communicating effectively, both verbally and in writing
- Good Planning and Organisational skills
- Highly analytical, organized, conscientious, with high attention to detail
- Ability to work under pressure

Sign off

Job holder name:	Signature: _____	Date: _____
Line Manager name:	Signature: _____	Date: _____
Counter-signing Quality Assuror (CQA) name:	Signature: _____	Date: _____