

**- We are looking for a Project Finance Assistant -
Strengthening Kenyan civil society organisations as actors of
good governance and development**

Konrad-Adenauer-Stiftung (KAS) in partnership with TI-Kenya (Transparency International Kenya) and TISA (The Institute for Social Accountability) will implement an EU-funded project with the title “Strengthening capacities of local Civil Society to fight Corruption: Tupigane na Ufisadi (TUNU) Project”.

KAS, TI-Kenya and TISA are seeking highly motivated and detail-oriented project staff to implement the project.

Duration: 48 months
Location: Nairobi (Kenya)
Start date: 01.02.2023

The overall objective of the project is to **strengthen Kenyan Civil society actors as independent actors of good governance to fight corruption and impunity.**

The specific objective is:

- **To strengthen civil society's role in advancing transparency and access to information to fight corruption and impunity, by leveraging on the potential of digital technologies, public education, and increased cooperation with state actors.** CSOs in selected regions are using digital technologies to prevent, detect and report on corrupt practices to become effective actors of good governance and development. Targeted CSOs and state agents are connected with each other, and enabled to participate in (anti-corruption) advocacy.



Project Finance Assistant

Position Purpose

S/he will be responsible for the accounting of project expenses and the preparation of accounting documents; liaising with project partner, external service providers and associates and collect and book accounting documents, receipts etc. and to liaise with external auditors for the project.

Duties/Functions

- Supports the Financial Manager;
- Handle financial and accounting responsibilities of the project;
- Make payments (bank, cash and cheque);
- Verify project costs and receipts in line with KAS/EU procedures and guidelines;
- Assist in the preparation of monthly, quarterly and annual financial plans and reports for the approval of Project Coordinator;
- Assist in the monthly reconciliation of advances/installments to the partners;
- Working professionally with the KAS bookkeeping system (fav2) for accounting all project expenses (incl. obtaining a qualification for the system after training);
- Ensuring that financial issues that require decisions or awareness of the Project Director and Coordinator and other superiors are promptly brought to their attention;
- Ensuring procurements procedures of project assets, goods and services for the project according to KAS and EU rules;
- Maintaining the integrity, confidentiality and safety of financial data;
- Assist in ensuring that accurate and up-to-date records are kept on all financial activities
- Communicating with backstopping office in Berlin in all financial management matters; advance control of supporting document to project expenses submitted by accountants at partners' offices with respect to EU and KAS guidelines and procedures;
- Assist and mentoring staff members regarding internal controls, procedural problems, interpretation of financial reports, contracts, and various regulations;
- Assist in the maintenance of various systems of internal control for all EU Project funds;
- Assist in the implement and maintain financial accountability of various actions (operating budget, grant funded from EU and BMZ and Utilizing Generally Accepted Accounting Principle (GAAP));



CANDIDATE PROFILE

KNOWLEDGE, SKILLS AND ABILITY

- Experience in the field of project accounting and finance management;
- Excellent budgeting, book-keeping and accounting skills;
- Good conceptual and analytical capacity;
- Ability to rapidly assimilate and digest large volumes of information;
- Ability to establish and maintain effective working relationships in a multi-cultural project environment;
- Experience in international or EU-project accounting is considered as an asset;

EDUCATION AND WORK EXPERIENCE

- Degree in Accounting or similar from an accredited academic institution;
- Minimum of 2 years of relevant professional work experience in the field of project financial management and accounting;
- Experience with internationally funded projects is an asset;
- Knowledge of basic computer operation as it relates to accounting procedures;
- Knowledge in performing financial, statistical, and budgetary analysis for the project;
- Ability to communicate detailed accounting information.

WORKING CONDITIONS

- Half-time position
- The position will be based at the project office in Nairobi, Kenya
- 48-months contract period

HOW TO APPLY

Apply with the following documents in a single submission (pdf document):

- Letter of motivation
- CV

E-mail your application to the Project Director, Dr. Annette Schwandner (info.nairobi@kas.de), and to Miriam Siemes (miriam.siemes@kas.de) no later than 16.12.2022. The subject line of the email should read **“Application for Project Finance Assistant Position”**.



More information:

<https://www.kas.de/en/home>

<https://tisa.co.ke/>

<https://tikenya.org/>

