



VACANCY ANNOUNCEMENT

The **Strategies for Northern Development (SND)**, is a local non-governmental organization working with Nomadic Pastoralist Communities in Northern Kenya and Southern Ethiopia. SND is guided by a vision to see a society where all Pastoralist Communities are resilient and live a dignified life.

Key areas of focus include; (1) Peace Building and Governance, (2) Food Security, Sustainable Livelihoods and Resilience, (3) Child Protection and Education, (4) Water, Sanitation and Health, and (5) Humanitarian assistance.

We are seeking applications from qualified individuals to fill the following open position;

Position	Key Competence	Roles and Responsibilities
Finance Officer- <i>'Kijana Jihusishe: Youth Promoting Peaceful 2022 Elections in Kenya'-Project.</i> Location: Moyale/Marsabit Post: 1	<ul style="list-style-type: none"> University degree in Commerce (BCOM), BBA, BBM, or other related fields. Specialized in Finance or Accounting. Holder of CPAK/ACCA Membership in a recognized professional accountancy body such as the Association of Chartered Certified Accountants (ACCA) and 	<p>Purpose of this position.</p> <p>The role of the Finance Officer involves providing financial and administrative support to the organization. He/she is responsible for maintaining sound financial and accounting systems and controls for the organization. The role entails performing day-to-day financial accounting tasks, including, processing payments, filing, and document retrieval.</p>

	<p>the Institute of Certified Public Accounts (ICPAK) added advantage.</p> <ul style="list-style-type: none"> • Have proven financial management experience of a minimum of 3 years in NGO. • Be able to work under pressure as may be required; • Be a team player • Be self-driven and able to work within tight deadlines • Well conversant with the accounting system, e.g., Quick book • Excellent in computer packages especially excel. • Excellent oral and written communication skills 	<p>Other Roles and Responsibilities:</p> <ul style="list-style-type: none"> • Keep accurate records for all daily transactions • Prepare balance sheets • Oversee the preparation of all financial statements, invoices as required • Ensure accounts payables and accounts receivables are performed accurately and timely • Update internal systems with financial data • Prepare monthly, quarterly, and annual financial reports • Reconcile bank statements • Participate in financial audits • Track bank deposits and payments • Assist in budget preparation and ensure all expenses are within the assigned project budget • Review and implement financial policies • Ensure data integrity in all financial reporting • Perform financial analysis and management tasks • Review financial paperwork and procedures and make appropriate changes • Undertake other duties as required
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How to Apply:

Letter of applications along with a copy of your resume, a contact telephone number, copies of professional certificates, testimonials, and the names of 3 referees preferably from your previous workplaces, quoting their email addresses/contact numbers correctly, and Clearly label/quote the job title above on your envelope addressed to Human Resource Officer and hand-deliver to the SND Marsabit/Moyale Office or via email: jobs@sndafrica.org. The deadline for submitting the application is **16th March 2022 5:00 PM**. Only short-listed candidates will be contacted. Phone calls are not acceptable. **Female Candidates are strongly encouraged to apply.** *SND is an equal opportunity employer.*