

P. O. Box 24916 - 00502, Nairobi, Kenya; Tel: (+254-20) 806 0674; +254 725 290 145
Email: recruitment@aasciences.ac.ke; Website: www.aasciences.ac.ke

| | |
|---------------------------|--------------------------------------|
| Vacancy Announcement No.: | AAS/FO/17/012 |
| Position Title: | Finance Officer |
| Department | Operations |
| Position Location: | Nairobi, Kenya |
| Reporting to | Management Accountant |
| Organization | African Academy of Sciences |
| Duration: | 3 Years Renewable |
| Closing date: | 13th November 2017 |

Organization Overview:

The AAS is a pan African organisation headquartered in Kenya, which aims to drive sustainable development in Africa through science, technology and innovation. It has a tripartite mandate of pursuing excellence by recognising scholars and achievers; providing advisory and think tank functions for shaping the continent's strategies and policies; and implementing key Science, Technology and Innovation (STI) programmes that impact on developmental challenges through the agenda setting and funding platform, the Alliance for Accelerating Excellence in Science in Africa (AESA).

Position Overview:

The Finance Officer has overall responsibility of providing timely and efficient accounting and financial support service to the AAS office. The position reports to the Management Accountant (MA).

Specific Responsibilities:

Petty Cash Management

- Administers and processes all Petty Cash transactions within the parameters of AAS policies and procedures
- Maintains the Petty Cash float
- Prepares Reimbursement Claims on a weekly basis
- Receives, issue receipts and deposits all cash collected from external and internal clients
- Undertake petty cash reconciliation monthly or as often as when a cash count is undertaken.
- Filling all documents related to pettycash

Management of Staff Account

- Handling travel, Imprest, Travel, Workshop advances to staff

- Reimbursements for all approved employees' expenses.
- Managing Staff Credit card expensing and top-up,
- Handling Employees accounts reconciliations. ie Imprest, travel and workshop accounts.
- Passing all expense journals affecting staff accounts.
- Filling all documents related to staff documents

Reports

- Prepare and submit monthly status reports/schedules relating to staff account by the 5th working day of each month
- Prepare monthly petty cash forecasts and previous month petty cash payment statistics to develop a trend analysis for use of petty cash.
- Advise the MA on areas AAS can reduce on use of petty cash
- Work with MA to carry out customer satisfaction survey to obtain baseline and monitor once a year on staff accounts

Audit

- Assist in preparation for external audits and review of various accounts' balances
- Coordinate Staff circularization
- Provide direct support in the external financial audit process, especially in furnishing of required information to audit questions that may arise, as relate to cash balances and receivables
- Any other duty that may be assigned on adhoc basis.

Key Qualifications:

- Bachelor of Commerce degree in accounting or related discipline; and/or ACCA /CPA certifications
- Minimum of four years' work experience in the field of accounting
- Knowledge of processing payments through online Banking required
- Knowledge of non-profit organization accounting regulations an advantage
- Computer proficiency and familiarity with a range of software applications including MS Excel, MS Word, and other accounting packages
- Knowledge of MS Dynamics Serenic Navigator or Ms Navision an added advantage.

Criteria for Success

- Excellent written and oral communication skills
- Strong organizational skills and ability to work under pressure
- Strong analytical and problem-solving skills including a strong accounting background
- Strong interpersonal skills, courtesy, tact, patience and team orientation
- Commitment to accuracy and attention to details
- Ability to multi-task and to prioritize work amidst competing demands
- Exposure to non-profit activities and financial reporting a plus
- Commitment to AAS's mission and core values

Applicants must email a completed application form from the AAS website, a detailed curriculum vitae with a list of referees and a cover letter to recruitment@aasciences.ac.ke,

with the **Position and Vacancy Number as the Subject** by **13th November 2017**. Only shortlisted candidates will be contacted.