



The African Academy of Sciences

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| Vacancy Announcement No.: | AAS/15/FA/003 |
| Position Title: | Finance Assistant (Procurement & Administration) |
| Department | Finance |
| Reporting to | Finance and Administration Manager |
| Position Location: | Nairobi, Kenya |
| Duration: | 3 Years Renewable |
| Closing date: | 11 October 2015 |

Back Ground:

The African Academy of Sciences is a pan-African organisation that honors the best African and non-African scientists. It runs programs in six science, technology and innovation (STI) areas – water and sanitation; sustainable energy; food security; health care and wellbeing; science, technology, engineering and mathematics and climate change. It has been recruiting fellows since 1985 and these are individuals elected by their counterparts based on achievements that include their publication record, innovations, leadership roles and contribution to policy. These fellows, who are also proven STI leaders, live and work in all corners of the continent. AAS enjoys the support of several governments – particularly Kenya and Nigeria – and major international partners. The African Union Commission and its technical bodies, namely the NEPAD Agency and the Pan African University, regard the AAS as a strategic partner.

Key Objective

AAS is seeking to recruit a strong and dynamic individual with a strong background in Finance and Administration to assist the FAM (Finance and Administration Manager in the day to day operations of the Academy.

Duties and Responsibilities

A. Accounting Functions

1. Procurement Duties

- a) Receive requests for Purchase of goods and services
- b) Liaise with Finance & Admin Manager on availability of Budget lines to support the procurement.
- c) Preparation of specifications to be sent out to different pre-qualified suppliers.
- d) Where need be preparation of TORs for provision of services.
- e) Assisting the FAM in setting up a Pre-qualified Suppliers List.
- f) Liaison with suppliers in ensuring delivery of requested goods following due procedure.
- g) Receive all invoices, verify and attach supporting documents then pass them to the Finance and Administration Manager (FAM) for approval before payments.
- h) Receive all requests for projects payments, review and ensure all supporting documents including contracts are attached.

- i) Arrange payments as approved by the FAM. Ensure the correct project is charged as appropriate
- j) Any other procurement duties.
- k) Manage the stationary store and inventory records and keep re-order levels as agreed with FAM.
- l) At year end carry out stock take and update the records.

2. Posting payments and processing General Ledger entries.

- a) Post all payments (Using relevant code sheets) and receipts (including petty cash) in respective cash books and balance the same at the end of each month.
- b) Maintain a log of expenses against budgets and liaising with the Finance Assistant (F&T) ensure that no expenditure lines are exceeded. Any possible exceeding should be authorized by the FAM.
- c) Carry out supplier statement reconciliations with the general ledger for suppliers on credit terms.
- d) Enter any reconciling entries from reconciled statements of suppliers to FAM for approval at time of payment.
- e) Maintain the Institutions petty cash and make entries to system of all petty cash transactions.
- f) Request for replenishment of Petty cash once reorder levels are reached.

B. Administration & HR Roles

- a) Arrange for all stationery issues out on request form from relevant departments.
- b) Maintain proper record of all stationery and ensure year-end inventory balances are available before the external audit.
- c) In liaison with the Administration Officer, handle requirements by guards, office messenger/Kitchen Staff, drivers for office utilities, fuel and other requirements.
- d) Liaising with the FAM in ensuring that all staff have handed in their annual performance targets.
- e) Assisting the FAM ensuring that all persons have presented their yearly performance targets by latest end of the first month of reporting for new staff or by end of the first month of the year.
- f) Assisting the FAM when the time comes for review of Probation that this is carried out smoothly, and keeping record of the review.
- g) Assisting the FAM with Half yearly reviews of Performance Targets.
- h) Responsible for inducting new staff by ensuring that they are well received and settled together with the FAM. (Checklist to be provided.)
- i) Ensuring all asset items issued to new staff are signed on allocation and copy kept on file.
- j) Responsible for collecting issued assets to staff on leaving the organization.

C. Other duties.

Any other reasonable Finance or Administrative Duties as may be required by the FAM and any other AAS Officer.

D. Person Specification

| | ESSENTIAL | DESIRABLE |
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| QUALIFICATIONS | 1. Bachelor's degree in any of the following disciplines (Finance, Accounting or Administration) | 1. Pursuing CPA or ACCA part II |
| BACKGROUND/ EXPERIENCE | 1. Minimum 4 years professional experience in a finance and administration. 2. Advanced knowledge of Microsoft Word/Excel/PowerPoint required, knowledge of Accounting/Grant Management software will be an added advantage. | |
| PERSONAL QUALITIES/INNATE ABILITIES | 1. Must be able to work independently with little supervision, but also participate as a team member in accomplishment of duties. 2. Basic understanding of IAS . 3. Sound judgment with regard to budget and planning 4. Strong attention to detail and maintaining a timely and efficient work flow. 5. A strong administrative service orientation. 6. Good team working skills. 7. Strong organizational and communication skills and ability to work under pressure. 8. Strong interpersonal skills; courtesy, tact and patience. 9. Ability to multi-task and to prioritize work amidst competing demands. 10. Commitment to AAS mission and core values. | |

Application:

Interested candidates are invited to access full job description and requirements for the position and the Job Application Form on this link <http://www.aasciences.org/index.php/news-events/436-finance-and-admin-assistant> and submit a CV, the completed Application Form and a cover letter by email to recruitment@aasciences.org, no later than the 11th October 2015. Only shortlisted candidates will be contacted.