



CHOMBO CHA UPENDO

Teule Kenya is a registered Christian Non-Governmental Organization (NGO) that was established to rescue orphaned and vulnerable children, empower them, and later reintegrate them into stable communities and families. Teule achieves this by operating a children's home, a private school, and a home-based program. Our four core activities are providing holistic childcare, quality education, family empowerment, and spiritual discipleship. We strive to raise a generation of leaders who will serve their communities and the world.

Vision: Our vision is to see vulnerable children transformed, living in Christ-centered families.

Mission: Our mission is to demonstrate the love of Jesus Christ through rescue, empowerment, and reintegration of vulnerable children into communities and stable families.

We invite applications from suitable candidates for the position of **Finance Administrator — a full-time position based in Loitokitok.**

Job description/ Requirement

1. Financial accounts, budgeting, and forecasting

Participate in the preparation of the annual budget and update forecasts as necessary.

Produce monthly financial accounts in the approved format by the 5th of every month.

Oversee departmental budget compliance and adherence to organizational financial policies.

Ensure the efficient processing of all financial transactions, including proper documentation for jobs invoiced, to facilitate timely collections.

Ensure that all money received is correctly allocated.

Ensures that all transactions are compliant with tax legislation.

Journal entries for ongoing projects, monthly financial reports, quarterly donor reports,

Oversee all sustainability projects' profit and loss reports.

2. Statutory Obligations

Ensure that statutory compliance is up to date and renewed in a timely manner.

Ensure that all taxes are submitted monthly as they become due and that the supporting documents are properly maintained in the records.

Involve and instruct external tax consultants when necessary.

Management of human resource-related tasks such as payroll management, taxes, and compliance with authorities such as KRA, SHA/SHIF, and NSSF.

Receive all cash and give a monetary value to gifts-in-kind donations.

3. Cash flow management

Maintain a daily cash flow schedule and produce weekly cash flow reports.

Ensure the company has sufficient liquidity to meet its obligations as they fall due.
Oversee and track the departmental petty cash imprest system monthly
Processing and collecting cash and credit payments, and ensuring that all received payments are deposited into the bank.
Tracking finance relating to the budgeting and expenditure of the fixed costs centers
Oversee weekly banking for all cash donations from CCU, Teule Leadership Academy, and the business units by working closely with the unit managers.

4. School and Business units & Home Custodian duties

Issuance and maintenance of insurance policies, service providers' contracts, supplier and maintenance agreements.
Maintenance of the organization's premises and assets with proper record keeping and certification of all maintenance activities.
Manage the fixed asset register.
Manage the issuance of used and unused company cheques.
In charge of the procurement committee, all purchases and supplies.
Supports the financial management of the organization's sustainability projects.

5. Reporting responsibilities

Prepare monthly financial reports.
Prepare quarterly budget variance reports with the Treasurer reports for the board of directors by the 15th after quarters end.
Oversee and facilitate the annual audit for the organizational AGM and NCB mandatory filings.

Key Requirements, skills, experience, and qualification

- Passionate about serving orphans and vulnerable children.
- Must be a Born-again Christian. Must provide a Priest/pastor's recommendation letter dated six months or less.
- Bachelor's degree in Accounting, Finance, or related field required.
- CPA certification II
- Proven experience of 3 years in a similar role, preferably with an NGO, and with a strong understanding of accounting principles and practices
- Proficiency in accounting software(e.g, QuickBooks, SAP, Oracle and Microsoft Excel)
- Excellent organizational skills and attention to detail.
- Strong analytical and problem-solving skills.
- Ability to prioritize tasks and to delegate them when appropriate.
- Ability to act with integrity, professionalism, and confidentiality.
- Ability to prioritize tasks and meet deadlines in a fast- paced environment

- Knowledge of regulatory requirements and compliant standards for financial reporting and taxation
- Ability to lead and motivate colleagues and volunteers.
- Strong commitment to integrity and financial stewardship
- Possess a Valid good conduct.
- Willing and committed to work on weekends.

Benefits

Competitive salary
Opportunity for career growth and development
Positive and supportive work environment

If you are a passionate and result-oriented individual with a strong desire to succeed in this role and to serve vulnerable children and families, we invite you to apply through info@teulekenya.org by the close of business 25/7/2025