



# Job specification

## Job description

Job title	Project Accountant & admin assistant		
Department/Team	Programmes/ Programme Finance Team		
Job Family	FMS – Finance Management Services	Job Code	FMS015
Reporting to	Project Coordinator		
No. of direct reports	N/A	Budget holder responsibility	N/A
Location	Migori/Kakamega		
Grade	4		

Contract type	Fixed Term contract (2 years)	Hours	40 hours per week
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## Role purpose

The overall purpose of this position is to provide comprehensive finance and administrative support to the Project Coordinator and the project team, ensuring smooth operational delivery and compliance with organizational and donor requirements. The role will involve managing financial transactions, maintaining accurate records, supporting procurement processes, and facilitating audits. Additionally, the position will contribute to effective resource management, timely reporting, and adherence to Ripple Effect's policies and values, enabling the project team to focus on achieving program objectives and delivering impact to target communities.

## Key responsibilities

<b>Financial management</b>	<ul style="list-style-type: none"><li>▪ Raising payment vouchers in response to various requests, including invoices and requisitions from vendors and Project staff.</li><li>▪ Uploading payments to the online banking platform.</li><li>▪ Ensuring timely preparation of payment documents.</li><li>▪ Receiving, receipting, and banking all organization income.</li><li>▪ Posting all transactions to the main accounting system.</li><li>▪ Recording transactions in cashbooks.</li><li>▪ Support the preparation of the full range of financial reports, including bank reconciliations, balance sheet, reports for local accounting bodies and donors.</li><li>▪ Facilitate and handle advances to staff and their settlements.</li><li>▪ Maintaining petty cash and ensuring timely replenishment.</li><li>▪ Facilitating internal and external auditing processes.</li></ul>
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<b>Record keeping and documentation</b>	<ul style="list-style-type: none"> <li>▪ Updating entries in the accounting system.</li> <li>▪ Ensuring filing and safety of all financial records.</li> <li>▪ Documenting learning and best practices.</li> </ul>
<b>Procurement and inventory management</b>	<ul style="list-style-type: none"> <li>▪ Organising the purchase and delivery of goods.</li> <li>▪ Overseeing stores and inventory for the project field office.</li> <li>▪ Ensuring proper completion and storage of procurement and stores paperwork.</li> </ul>
<b>Compliance and support</b>	<ul style="list-style-type: none"> <li>▪ Providing support to staff and project partners in understanding and complying with Ripple Effect and donor financial policies and procedures.</li> <li>▪ Occasionally attending project field activities.</li> <li>▪ Contribute to the development of grant proposals as required..</li> </ul>
<b>Administrative support</b>	<ul style="list-style-type: none"> <li>▪ Assist with procurement, ensuring that activity is in line with approved project procurement ceilings and procedures. This includes supporting the sourcing and analysis of quotes to ensure Ripple Effect Kenya gets value for money, following up with suppliers and maintaining procurement files and transactions.</li> <li>▪ Maintain an up-to-date vendor database including management of preferred supplier contracts in the project area.</li> <li>▪ Provide administrative support to the project team to ensure smooth running of the office operations.</li> <li>▪ Ensure the office environment is well maintained and secure, including monitoring access and keyholders</li> </ul>
<b>Other duties</b>	<ul style="list-style-type: none"> <li>▪ Ensure compliance with Ripple Effect policies and all relevant legislation.</li> <li>▪ Act at all times according to Ripple Effect's values and in support of its Africa Forward Together approach.</li> <li>▪ To undertake other duties of a similar nature as reasonably required by the line manager.</li> </ul>

## Safeguarding

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At Ripple Effect, we are committed to creating a safe and rewarding environment for all of our people, including staff, participants, partners, volunteers, children, and vulnerable adults. It is a shared responsibility to ensure that everyone is treated properly and protected from harm, exploitation, and abuse. To fulfil this commitment, we have established a robust Safeguarding Policy that everyone working with us is expected to follow, along with a confidential whistle-blowing procedure that allows individuals to raise any concerns they may have.

## Person specification

### Qualifications

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#### Essential:

FMS015 Project Finance Assistant

- An advanced diploma in accounting or a degree with a major in accounting or full professional qualification in ACCA, CPA or equivalent.

**Desirable:**

- Postgraduate training in related field is an added advantage.

## **Experience and knowledge**

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**Essential:**

- Post qualification experience, preferably with an NGO with national presence.
- Experience in petty cash management
- Computer skills and knowledge in Microsoft Excel, Word, PowerPoint, and any accounting packages
- Knowledge of generally accepted accounting principles and internal control procedures.
- Full understanding of all technical aspects of the Ripple Effect programme.

**Desirable:**

- Experience in NGO work.
- Experience in using PS Financials.
- Experience in use of online banking.
- Experience working in a role that supports other (field) offices.

## **Skills and attributes**

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**Essential:**

- Good interpersonal skills
- Strong people management ability
- Good communication and presentation skills
- Team player
- Excellent interpersonal skills
- Able to communicate basic financial matters, especially to non-finance staff.
- An initiator and self-driven
- A team leader, builder and developer
- A broad and mature thinker
- A strategic thinker with an eye for detail
- Creative and innovative
- A team player. Flexible.
- Understands the importance of confidentiality especially for data.
- Commitment to Ripple Effect's mission.
- Commitment to uphold our values of integrity, accountability and compassion.
- Respect for Ripple Effect's Christian background and ethos.

## **Equal opportunities**

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Ripple Effect is dedicated to fostering an inclusive environment, and we welcome applications from all individuals, embracing diversity in all its forms.

Updated: February 2024

Evaluated: October 2022