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## Vacancy Announcement

Pastoralist Girls Initiative (PGI) is a Non-Governmental Organization (NGO) registered with Kenya NGOs Co-ordination Board. The organization was founded in 2001 as a community based organization (CBO) with initial membership of 15 members drawn from former North Eastern Province of Kenya. The organization is dedicated to alleviating the challenges encountered by the pastoralist communities in Kenya by addressing their needs in a two-pronged approach: addressing immediate practical needs, this include emergency food relief and school fee for needy girls while championing the plight of pastoralist women and girls especially on matters related to education, food security, human rights including rights to property ownership and economic empowerment.

PGI believes in sustainable community development that can only come about by involving the marginalized persons in all dialogue aimed at enhancing community organization. PGI works with the most vulnerable members of the community by empowering them to play their rightful role and champion their own rights. PGI works towards reducing gender disparity in access to resources, extreme poverty, ignorance, poor health and gender based violence by addressing cultural, systemic, natural, personal and other factors that militate against their economic and social advancement.

PGI is implementing a number of projects in Garissa, Tana River and Kilifi counties in Kenya. We are looking for a qualified personnel to fill the position below.

### Finance Officer (1 Postion)

#### **Job Summary:**

The Finance Officer is responsible for managing the financial operations of the organization, ensuring compliance with financial regulations, and supporting the effective use of financial resources. The role involves budgeting, financial reporting, and maintaining accurate financial records to support the organization's programs and initiatives.

#### **Key Responsibilities:**

##### **1. Financial Management:**

- Prepare, monitor, and update budgets for various projects and the overall organization.
- Ensure timely and accurate processing of financial transactions, including accounts payable and receivable.
- Maintain the general ledger and ensure all financial data is entered correctly.

##### **2. Reporting:**

- Generate regular financial reports for management and stakeholders, highlighting variances and key financial metrics.
- Assist in the preparation of financial statements and annual reports.

##### **3. Compliance:**

- Ensure compliance with local financial regulations, donor requirements, and internal policies.

- Support the organization during audits and assist in implementing recommendations.
- 4. **Financial Planning:**
  - Contribute to financial forecasting and strategic planning processes.
  - Analyze financial data to provide insights for decision-making.
- 5. **Grants Management:**
  - Monitor grant budgets and expenditures to ensure compliance with donor guidelines.
  - Prepare financial reports for donors, ensuring accuracy and timeliness.
- 6. **Team Collaboration:**
  - Work closely with program staff to provide financial guidance and support.
  - Participate in training staff on financial policies and procedures.

**Qualifications:**

- Bachelor's degree in Finance, Accounting, Business Administration, or a related field.
- Minimum 3 years of relevant experience, preferably in an NGO or non-profit setting.
- CPAK (Certified Public Accountants of Kenya) certification is preferred.
- Strong understanding of financial management principles and practices.
- Proficiency in financial software (e.g., QuickBooks, Excel) and accounting systems.
- Excellent analytical, organizational, and communication skills.
- Ability to work independently and as part of a team.
- Knowledge of donor regulations and compliance is a plus.

**Personal Attributes:**

- Strong ethical standards and a commitment to transparency.
- Attention to detail and accuracy.
- Flexibility and adaptability in a dynamic work environment.

**Work Location: Garissa**

**Duration:** 12 months fixed term contract (with 3 months' probation period)  
renewable based on performance

**Start Date:** 1<sup>st</sup> December 2024

**Reporting to:** Senior Finance Officer

### Required skills:

- **Financial Acumen:** Strong understanding of financial principles, budgeting, and forecasting.
- **Analytical Skills:** Ability to analyze financial data and trends to support decision-making.
- **Technical Proficiency:** Proficient in accounting software and Microsoft Office Suite, especially Excel.
- **Organizational Skills:** Exceptional ability to prioritize tasks, manage time effectively, and meet deadlines.
- **Interpersonal Skills:** Strong collaboration and relationship-building skills, able to work effectively with diverse teams.
- **Attention to Detail:** Keen eye for financial reporting and compliance accuracy.
- **Adaptability:** Flexibility to adapt to changing circumstances and evolving organizational needs.

### How to Apply

Qualified candidates are invited to submit their applications which should include a one-page cover letter clearly stating their motivation, qualifications, **salary expectations**, and a detailed CV with contact details of three professional referees to **recruitment@pastoralistgirls.org** by **Friday 22<sup>nd</sup> November 2024. 5:00PM**

**Incomplete applications will not be considered.**

**PGI is an equal opportunity employer and does not charge any application/recruitment or training fee. PGI welcomes applications from people of all sexual or gender identities and encourages women to apply. The protection of your data is important to PGI. By submitting your application, you consent to PGI using your data only for the recruitment process to have all the information and documents necessary to proceed with the recruitment, validation of your application, and selection of the most suitable candidate. Your data will be treated confidentially. PGI will not use your data in any way other than for recruitment purposes.**

**Only shortlisted candidates will be contacted**