



Job Announcement

GNI is an international humanitarian and development NGO established in 1991 in general consultative status with the United Nations Economic and Social Council (UN-ECOSOC). GNI has made great strides in its mission to eradicate poverty and provide a better quality of life to people around the world through community development project. We provide help and expertise through relief and development projects in sectors of education, health, water and sanitation, advocacy, child rights protection, income generation, environment and climate change, disasters, and emergency relief.

GN Kenya is seeking ***transparent, passionate and qualified*** candidate to fill the position of ***FINANCE OFFICER***

Location: Head Office (Ruiru, Kiambu County)

Employee Terms: Fixed Term contract

Key Responsibilities

- Prepare, examine, and analyze financial statements and reports.
- Verify the accuracy of financial transactions and recommend corrective actions if necessary.
- Assist in budgeting and forecasting processes.
- Collaborate with other teams to ensure timely and accurate financial reporting.
- Ensure compliance with accounting standards and regulations.
- Conduct regular financial analysis to identify trends, variances, and opportunities for improvement.
- Prepare accurate and timely financial reports for both management and the Donors.
- Collaborate with cross-functional teams to ensure compliance with financial regulations and internal policies.
- Assist in the preparation for audits and working closely with auditors.

Qualifications

- Bachelor's Degree in Commerce (Finance/ Accounting Option) or equivalent qualification in a recognized institution.
- 3+ years of experience in accounting or related field (Preferred INGO)
- Proficiency of accounting software proficiency (Preferably Online QuickBooks) and MS Office Suite.
- Attention to details and excellent communication and interpersonal skills.
- Proficient in Computer application skills.
- Fulfilled the requirements of Chapter Six of the Constitution.

Key Skills and Competencies

- Planning skills
- Ethical and integrity
- Analytical skills
- Communication and reporting skills
- Problem solving skills

Please send your applications enclosing Certificates, testimonials and resume stating current and expected remuneration on or **by 9th February 2024** to administration@goodneighbors.ke

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