



Mbaazi Close, Off Kingara Road,
Lavington, Nairobi
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e: csa@csakenya.org

Title: Project Accounts Clerk

Date of Commencement of Duty: *Immediately*

Duty Station: Kisumu

Duration: One Year- (Renewable)

About the Centre for the Study of Adolescence

Centre for the Study of Adolescence (CSA) is a leading national organization committed to the promotion of the health and development of young people through research, technical assistance, advocacy, and capacity building to expand choices and improve access to safe, affordable and sustainable health services. CSA works in partnership with governments, relevant institutions, professionals and communities to support young people's right to exercise choice, access health services and participate fully in activities that promote their health and general well-being.

Overview of the project

CARE, in partnership with the Center for Reproductive Rights (CRR), Youth Coalition for Sexual and Reproductive Rights (YC), and Restless Development (RD), is proposing an evidence-based and evidence-generating holistic and multi-sectoral 7-year program with the goal of achieving gender transformative and sustainable change in Kenya, Uganda and Zambia. SHE SOARS (Sexual and reproductive Health & Economic empowerment Supporting Out of school Adolescent girls' Rights and Skills) puts out of school adolescent girls' needs and rights at the center of all project activities. This target group has been selected because they are consistently left out of traditional adolescent Sexual and Reproductive Health and Rights (ASRHR) programming, are difficult to reach, and often have the greatest need. Through our participatory, youth-led design and implementation approach, SHE SOARS will build and integrate health system strengthening interventions, deep and transformative community engagement on harmful gender and social norms, and capacity building of civil society actors to engage in long-term and sustainable SRHR policy advocacy to improve the health system for all women and girls while addressing the unique risks and protection needs of out of school adolescent girls.

In Kenya, SHE SOARS will be implemented in Nairobi and Kisumu counties where 60% of all adolescents live in informal urban settlements, and in Kajiado and Siaya rural counties where access to health facilities has been identified through our consultations as a challenge, and where integrated ASRHR services were identified as unavailable. SHE SOARS will build on the Adolescents Empowerment Projects (AEP), targeting in and out of school adolescents to address high rates of CEFM, unintended pregnancies and FGM through a multi-sectoral approach addressing socio-cultural beliefs and practices, economic empowerment, and advocacy.

CSA will implement the SHE SOARS Project in Kisumu and Siaya Counties, which the Officer will Accounts Assistant will Support.

Position Summary

The holder of the position will be responsible for tracking expenditure, review of finance support documents, preparation of financial reports, Preparation of payment vouchers and payments of project field activities.

Roles and responsibilities

The holder of this position will:

- Support the Finance department in effectively managing the project budget.
- Support the Finance department in accurately phasing the annual budget on quarterly and monthly basis based on the project work plan.
- Monitoring budget to actual expenditures, producing regular and special budget reports, performing various budget analyses, calculating budget adjustments caused by revised projections and advising team project manager and management appropriately.
- Coordinating the preparation and monitoring of budgets for the project as per both internal and external formats, on monthly, quarterly and annual basis.
- Ensure accurate and timely input of financial data to ensure sound financial reporting and management.
- Reviewing and posting all field staff liquidations in Quick books
- Ensure all payment vouchers are well supported, approved invoices, LPOs, requisitions, quotations, and other supporting documents.
- Prompt response to and processing of financial queries from staff, suppliers and partners.
- In close coordination with field project staff maintains a system to monitor and forecast cash requirements to meet administrative and project expenditures.
- Establishes monthly cash requirements for the field staff and make a timely replenishment.
- Ensuring that the financial policies and procedures are complied with
- Maintain an organized and effective financial filing system for all Finance documents including vouchers.
- Manage the donor reporting timetable for the project/program and ensure reports are produced in a timely manner
- Support and advise partners in submitting their reports and accountabilities
- Checking of accountabilities submitted by staff against budget and query of any variances.
- Understand the donor rules and regulations and ensure all staff and volunteers are following and complying with donor and CSA rules for the grant.
- Support the finance manager to produce high quality monthly management reports, advising on any variances.

Key Qualifications & Experience

- Degree in Accounting, Finance or related degree or CPA-K holder.
- 2-5 years' experience in a similar role
- Excellent communication and interpersonal skills

- Experience of rules and regulations for non-profit organizations; knowledge of donor financial reporting and donor procurement procedures
- Adjusts to competing priorities in a fast-paced environment
- Strong organizational skills and time management skills
- Financial and Information Technology Systems - Advanced knowledge of Microsoft Office, Excel particularly. Use of accounting software, Quick books
- Ability to work independently as well as in a team environment

How to Apply:

Please submit an application letter with detailed current CV indicating 3 references. Two of whom should have been direct Supervisors. Applications should be sent to jobs@csakenya.org indicating the job title in the subject line of your email. The applications should be received by latest 22nd April, 2022, 5:00 pm Kenyan time.

Addressed to:

**The Administrative Manager
Centre for the Study of Adolescence
Mbaazi Avenue, Off Kingara Road, Lavington
P.O. Box 19329-00202, Nairobi**