

Job Vacancy

Finance Assistant

Job Title	Finance Assistant	Contract Period	3 Months
Location	Nairobi	No. of Direct Reports	0
Reporting to	Senior Accountant	Budget Responsibilities (Y/N)	N

Marie Stopes Kenya (MSK) has been operational in Kenya for 35 years. It is the largest provider of family planning services and offers life-saving and life-enhancing services to men and women of all ages through a range of sexual and reproductive health service through its own clinic outlets, a network of franchise outlets, and the marketing of RH commodities. In addition, MSK has an MCH 24 bed nursing home in Nairobi.

Marie Stopes has a vacancy of Finance Assistant. Reporting to the Senior Accountant, the job holder will support the process that ensures that financial reports are timely and accurate and meets standards of management of sound planning and management of the organization's finances with the aim of helping achieve long term financial sustainability.

The primary responsibility of this role is to further our Goal: **THE PREVENTION OF UNWANTED BIRTHS** and its mission of ensuring the individual's right to: **CHILDREN BY CHOICE NOT CHANCE**

The post holder commits to and is held accountable to Marie Stopes International global core values:

mission driven	customer focused	results orientated	Pioneering	sustainable	people centered
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Key Responsibilities	Measure
<p>Management and reconciliation of staff receivables</p> <p>The activities include:</p> <ul style="list-style-type: none"> • Receive staff advance requests, update request with information on the status of the BZZZ and send for approval • Prepare payment requisition on receipt of approved request, ensuring timeliness and accuracy in coding and submit for necessary approval • Generate accurate and fully supported documents for EFT payment • Review and post approved surrender documents accurately and on a timely basis and allocate surrenders against advances • Reconcile staff debtors accounts and promptly pass correct adjusting entries • Prepare an aged debtors listing on a monthly basis and circulate to departmental heads • Send monthly reminders to staff on overdue balances and actively pursue to ensure prompt settlement 	<ul style="list-style-type: none"> • Timely/accurate processing of advances • Accurate debtors schedules • Timely follow up & collection of outstanding debts

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<p>Reconciliation and regular amortisation of prepaid expenses</p> <p>The activities include;</p> <ul style="list-style-type: none"> • Receive approved payment request for processing of prepayments. Review and prepare payment voucher whilst ensuring correct coding. • Prepare monthly amortisation schedule to expense prepaid amount to cover period of prepayment • Reconcile prepayment accounts every month and prepare schedule supporting the individual GL account with notes indicating the remaining period to be allocated 	<ul style="list-style-type: none"> • Accurate and timely amortisation of prepaid expenses
<p>Timely payment of utilities and rents for all MSK centres</p> <p>The activities include:</p> <ul style="list-style-type: none"> • Receipt of approved utility bills from various departments for settlement • Review of bills received to ensure that the same has not been previously paid • Prepare payment voucher on a timely basis ensuring accurate coding is maintained • Accurate posting of ALL utility bills on SUN once approved • Actively follow up on delayed or missing utility bills for approval posting and settlement • Actively follow up on collection of deposits at end of tenancy and other agreements 	<ul style="list-style-type: none"> • Timely and accurate settlement of utility bills • Timely collection of deposits at end of agreements
<p>Processing of consultants, locum payments and staff final dues</p> <p>The activities include:</p> <ul style="list-style-type: none"> • Receive approved consultants, locum payment, and staff final dues payment requests • Review documentation to ensure that contract, PIN number, bank details, consultants report are attached • Ensure full recovery of outstanding debts from staff final dues • Prepare payment voucher on a timely basis whilst ensuring accurate coding • Remit statutory deductions to relevant government bodies immediately 	<ul style="list-style-type: none"> • Timely/accurate consultants, locum and staff payments and remittance of taxes and other statutory payments withheld
<p>Processing Mpesa transactions</p> <p>The activities include:</p> <ul style="list-style-type: none"> • Arrange for transfer of funds to the Mpesa holding account based on expected/approved expenditure • Receipt of approved list of persons to be paid together with their registered mobile phone numbers together with support documents indicating purpose of payment • Prepare the excel sheet for payment and upload on the Mpesa platform on a timely basis • Attached paid Mpesa transaction listing to the payment voucher to complete documentation 	<ul style="list-style-type: none"> • Accurate and timely MPesa payment processing

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<ul style="list-style-type: none"> • Reconcile the Mpesa account on the GL on a monthly basis 	
<p>Replenishment of petty cash float for centres East of Nairobi The activities include:</p> <ul style="list-style-type: none"> • Receipt of reimbursement claims from the respective centres • Verify accuracy of report and cash certificate and prepare expenditure worksheet • Post expenses on expenditure worksheet to SUN • Prepare reimbursement request for approval promptly 	<ul style="list-style-type: none"> • Accurate reporting of expenditure for each centre • Timely reimbursement of cash float
<p>Reconciliation of Key control accounts The accounts include: Tax Payable account, staff loans, withholding tax payable account, terminal dues payable account, prepaid rents, prepaid insurances</p> <ul style="list-style-type: none"> • Monthly review of balances in each account to determine nature of transactions • Process payment request for amounts that are due for payment whilst ensuring that correct codes are used • Ensure proper allocation of amounts paid against amounts • Prepare monthly report providing explanations for the amounts on these accounts and timelines on when balances will be cleared 	<ul style="list-style-type: none"> • Accurate and current balances • Timely payment of government taxes
<p>Any other duties that may reasonably be required of post holder including:</p> <ul style="list-style-type: none"> • Prompt and orderly filing of records • Participation in stock take and asset verification exercises • Minimise foreign exchange losses in all transactions and flagging up potential losses in timely fashion 	

Knowledge, skills and attitudes

Qualifications:

- Bachelor's Degree in Finance or related fields from a recognized institution of higher learning
- Professional certification – CPA 2 and above

Skills and Experience:

- 1 year work experience desirable
- Experience working with any ERP system.
- Excellent IT skills
- Good organisational skills
- Ability to influence and communicate effectively
- Ability to work with minimum supervision

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Behaviours and Values:

Successful performance at MSK is not simply defined in terms of 'what' people achieve, but equally is about 'how' people go about their jobs and the impact that they have on others.

<p>Work as One MSI</p>	<p>You contribute, use, and share accurate data and evidence to improve understanding, insight and decision-making across MSI, enabling us to maximize our ability to influence others.</p> <p>You share relevant knowledge, expertise and resources to strengthen teamwork and prevent duplication of effort.</p> <p>You actively work as part of a team, providing support and flexibility to colleagues, demonstrating fairness, understanding and respect for all people and cultures.</p>
<p>Show courage, authenticity and integrity</p>	<p>You hold yourself accountable for the decisions you make and the behaviors you demonstrate.</p> <p>You are courageous in challenging others and taking appropriate managed risks.</p>
<p>Develop and grow</p>	<p>You seek feedback to enable greater self-awareness and provide the same to others in a way which inspires them to be even more effective.</p> <p>You manage your career development including keeping your knowledge and skills up to date.</p>
<p>Deliver excellence, always</p>	<p>You strive to consistently meet and exceed expectations, putting clients at the centre of everything, and implement smarter, more efficient ways of performing your role.</p> <p>You build and maintain effective long-term working relationships with all stakeholders, and are a true MSI ambassador.</p>
<p>Leadership</p>	<p>You inspire individuals and teams, through situational leadership, providing clear direction.</p> <p>You seek and provide opportunities which motivate team members, helping to develop skills and potential whilst strengthening our talent and succession pipeline.</p> <p>You are aware of emerging developments in our sector, demonstrating strategic insight about our clients and business and encourage this in your team.</p> <p>You articulate a vision of the future which inspires and excites others.</p>

How To Apply

Suitable and qualified candidates should send one document combining an application letter and CV to pd@mariestopes.or.ke on or before **February 04, 2021**. The subject of the email should read **Finance Assistant**. Applications will be reviewed on a rolling basis. Do not attach certificates and testimonials. Marie Stopes Kenya is an equal opportunity employer and does not ask for fees at any stage of the recruitment process. Successful candidates must abide by MSI's Antifraud & Bribery Policy and Safeguarding Policy, including protection of children and vulnerable adults. Only shortlisted candidates will be contacted.