

	KICK4LIFE TRUST ADVERT	Posted July 12, 2018
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Position	Finance Officer
Department	Finance
Line Manager	Finance Director

Objectives:

We are looking for a Finance Officer to be part of the team looking after the financial health of our organisation by administering accounting operations to meet legal requirements. Our ideal candidate should be familiar with audits, invoices and budget preparations, and should also demonstrate interest in managing accounting activities, including bank reconciliations, accounts payable and accounts receivable. S/he should also have excellent organizational skills and be able to handle time-sensitive tasks.

Main Accountabilities

1. Area 1: Management Accounting

- 1.1. Assist in the preparation of monthly, quarterly and annual financial reports
- 1.2. Collaborate to develop the SE budget with respective managers and report variances between budget and actuals
- 1.3. Assist the No7 Restaurant with controlling stock and finding reasons for variances in POS and stock on hand

2. Area 2: Financial Accounting

- 2.1. Keep accurate records for all daily transactions
- 2.2. Process invoices
- 2.3. Record accounts payable and accounts receivable
- 2.4. Update internal systems with financial data
- 2.5. Reconcile bank statements
- 2.6. Participate in financial audits
- 2.7. Track bank deposits and payments
- 2.8. Prepare payroll and make monthly adjustments for overtime, bonus and PAYE

3. Area 3: Taxation

- 3.1. Ensuring that VAT is paid and remitted to LRA on time
- 3.2. Prepare and ensure payment of PAYE related to salaries, vacation and severance payments
- 3.3. Identify, prepare and ensure payment of the WHT applicable to services received
- 3.4. Obtain tax clearance certificates for all business lines as required

4. Area 4: Internal Control

- 4.1. Collaborates with the restaurant and hotel staff to promote a healthy internal control environment
- 4.2. Regularly review policies and procedures to ensure internal controls are properly working, especially those related to segregation of duties where cash and inventory are concerned

Qualifications and Experience:

Essential:

- Tertiary qualification in Accounting or Finance
- Solid knowledge of financial and accounting procedures
- Experience using financial software, preferably QuickBooks
- Knowledge of financial regulations
- Excellent analytical and numerical skills
- Sharp time management skills
- Strong ethics, with an ability to manage confidential data

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Desirable:

- Experience working in an NGO

Work Based Skills and Competencies:

Essential:

- Full proficiency in English, both written and spoken
- Computer literate with strong MS Excel skills
- Good attitude, flexible, active, well-organised, independent and service-minded
- Good interpersonal and communication skills
- Willing to learn and adapt

How to Apply:

If you meet the requirements and are motivated to work helping others in a multicultural environment, please send a CV and Cover Letter explaining your motivation and fit for the role to hr@kick4life.org

Closing Date of applications is 27th July 2018 by 12:00 pm

If you have not heard from us within two (2) weeks of the closing date, please consider your application to be unsuccessful. Remember, we will only contact applicants who have been shortlisted for interview and will not be able to provide feedback to those who have not been shortlisted, due to the sheer volume of applications.