



www.kickstartkilifi.org

VACANCY

Title: Finance Officer,

Job Type: Part time

Location: Bamba

About us:

We are a community based organization that uses experiential learning to transform school drop outs into education enthusiasts, while equipping rural out-of-school youths with skills required to succeed in the 21st century; Digital skills, Entrepreneurship and Life Skills. At Kickstart Kilifi we don't teach our participants rather we offer them an enabling environment that promotes creativity and skills development for we believe "*Experiential learning is cool!*" and when the atmosphere encourages learning, learning becomes irresistible.

Job Description:

We are currently seeking a Part-Time Finance Officer to join our team. As a Finance Officer, you will be responsible for managing the financial accounts of our organization, ensuring that all financial transactions are accurately recorded and reported.

Responsibilities

- Manage financial accounts, including accounts payable and receivable.
- Prepare financial statements, reports, and other financial documents.
- Reconcile bank statements and other financial records.
- Monitor and manage cash flow to ensure that funds are available when needed.
- Prepare and file tax returns and other financial forms.
- Ensure compliance with financial regulations and reporting requirements.

Qualifications:

- Diploma Certificate in Accounting, Business Administration, Finance or other relevant disciplines with two (2) years of relevant experience may be accepted.
- University Degree in Accounting, Business Administration, Finance or other relevant disciplines will be an asset.

- Proven experience as a Finance Officer or similar role.
- Strong knowledge of accounting principles and practices.
- Proficiency in using financial software and tools.
- Excellent communication and interpersonal skills.
- Ability to work independently and as part of a team.
- Strong organizational and time-management skills.
- Ability to work independently and as part of a team.

How to Apply

If you meet the above requirements and are interested in this part-time opportunity, we encourage you to apply for this position, please send your resume and cover letter only quoting the job title on the email subject (**Finance Officer**) to kickstartkilifi@gmail.com before **3rd May 2023**