



## FINANCE OFFICER

Location: Nairobi

Closing date: 9th October 2018

Are you extremely organised, deadline-oriented and a multitasker? Do you have rigorous attention to detail and the ability to work well in a demanding and high pressure environment? Are you a team player with good communication skills?

Gatsby Africa is recruiting a Finance Officer to support a busy team in a wide range of activities such as financial accounting and reporting, cash flow management, fixed assets management, coordination of meetings, arranging travel/accommodation, monitoring adherence to organisational policies and assisting with office administration and planning.

The successful candidate will report to the Head of Operations in Nairobi, and also receive support and guidance on finance matters from the UK-based finance team.

The Finance Officer will be responsible for:

- Financial accounting reporting
- Management of relationship with other stakeholders
- Acting as a focal point in handling finance-related issues in liaison with the London office
- Cash flow management
- Payroll
- Fixed assets management
- Tax administration

The ideal candidate will have:

- At least 5 years' professional experience in a finance role in a demanding, fast-paced environment
- Professional accounting qualifications such as CPA(K) or ACCA (these are a must – a bachelor's Degree in business administration, accounting or a related subject is an added advantage)
- Computer literacy and proficiency in Microsoft Office software including Word, Excel, Outlook and PowerPoint (proficiency in using Excel for reporting is key)
- Experience in using modern accounting software packages

### How to apply

Please go to [www.gatsby.org.uk/finofficer](http://www.gatsby.org.uk/finofficer) to download the Candidate Pack with instructions on how to apply. Applications are welcome until the deadline of **9 October 2018**.

Candidates must be Kenyan nationals. Gatsby is an equal opportunities employer.