



POSITION: Finance Officer - Kenya

REPORTING TO: Head of Finance and Administration - Italy

REMUNERATION: Competitive

LOCATION: Nairobi, Kenya

START DATE: ASAP



Background

The Tree of Life is a Kenyan Charitable Trust working in Kenya since 2010 to promote effective actions aimed at ensuring well-being, protecting and promoting human rights, and encouraging the development of children in difficulty, their families, and their communities. The Tree of Life work for children, their families, and the community they belong to support child development and child participation today and shape a better society tomorrow.

About the Role

The Finance Officer will be responsible for overseeing day-to-day financial transactions, maintaining accurate records, preparing financial reports, and ensuring compliance with internal policies and external regulations. This role requires a detail-oriented individual with strong analytical skills who is comfortable managing multiple tasks and deadlines.

Main Responsibilities

- Monthly data updates to analyze cost variance vs. budget.
- Weekly and monthly data preparation for analyses and required reports.
- Collect and analyze data to support the decision-making processes.
- Assist in monitoring KPIs and updating models for their calculation.
- Support data preparation for the budget, monthly, quarterly, and annual forecasts.
- Data analysis to support human resources cost planning.
- Cost verification for project reporting.
- Monitor expense trends against the budget, identifying any discrepancies.
- Prepare and maintain financial statements and monthly management reports.
- Monitoring budgets and financial transactions to ensure accuracy and compliance with donor and internal policies.
- Track expenses and budget performance, providing timely analysis and recommendations.

Qualifications and Skills

- Bachelor's degree in Economics.
- Minimum of 10 years' experience in NGOs in the same role.
- Strong Excel skills.
- Precision, proactivity, and teamwork skills.
- Knowledge of the English language.
- Availability for national and international business travel.
- Proficiency in Italian will be considered an asset.

How to apply

Interested applicants should submit the following by e-mail to ireti@ngorecruit.com quoting reference number:

NFL001

- A CV in Word or PDF format (please include 3 references).
- A 1-page cover letter outlining how your skills and experience align with the Tree of Life's mission and the unique qualities you will bring to this role.

Application Deadline: **7 January 2025**

Interested applicants are encouraged to apply ASAP. Only shortlisted candidates will be contacted. For more information about the Tree of Life, visit their [website](#) and [LinkedIn](#) account.