



Summary about NONDO

Northern Nomadic Disabled Persons Organization (NONDO) is the first disabled persons' organization that advocates for the rights, inclusion and participation of persons with disabilities from Northern Kenya and other ASAL counties in all spheres of life. NONDO envisions a society where persons with disabilities have a voice and space to participate and live dignified lives. Our thematic focus areas are in: Education, Health, Governance and Socio-Economic Empowerment with cross-cutting agendas of: environment, old age, child-protection, gender, peace and Integration. Some of our approaches NONDO utilizes include: sporting, media engagement and litigation (legal processes).

Job Purpose: The finance officer will be responsible for maintaining sound financial management systems and controls for NONDO. He/she will oversee the financial operations of the organization and ensure timely and accurate financial reporting and practices including budgeting, cash flow management, payroll, financial disbursements, reporting, auditing etc.

The incumbent under the supervision of the Executive Director will work closely with programs and administration staff in providing financial services and support.

TOR:

- Maintain adequate and proper financial controls to ensure accountability for all NONDO Income and expenditures.
- Ensures the financial transactions are properly authorized, recorded, have adequate supporting documentation, filled, maintained and can be easily extracted for the purpose of preparing financial statements; and financial audits.
- Responsible for entering financial information and maintaining all financial records for projects and for the organization.
- Responsible for proper Cash flow management and preparation of monthly bank reconciliation
- Prepare and monitor budgets and expenditures and contribute to preparation budget revision.
- Prepares and submits timely and reliable financial documents and financial reports to both Nondo senior management and donors
- Preparation and prompt settlement of all statutory and other payroll deductions i.e. PAYE, NSSF, NHIF, Withholding tax, HELB etc.
- Checks and ensures that all procurement process and expenditures are in accordance with the NONDO policies and procedure.
- Preparation of various supporting schedules to the financial statements to facilitate annual audit.
- Oversee the financial audits of all projects and for the organization.
- Provide inputs for proposal development, project management, Human Resource Management, logistics, travel and other areas of administration.
- Any other reasonable duty assigned by management

Key qualifications

- A Bachelor's degree in Accounting, CPA II or equivalent professional level.

- At least 5 years' relevant work experience in finance and administrative functions with NGOs.
- Experience with donor funded projects.
- Demonstrated experience in procurement and preparation of financial reports and budget variance analysis.
- High integrity, strong result orientation and drive for excellence and initiative taking.
- Excellent communication and analytical skills.
- Be a team player and have client focus.
- Good interpersonal skills and result orientation.
- Work experience with MS Office applications and accounting soft packages is a must.

If you meet the above qualifications , please send your cover letter and CV to info@nondokenya.org by **15th February,2021 before Close Of Business.**