VACANCY ANNOUNCEMENT: FINANCE OFFICER

Amka Africa Justice Initiative (Amka Africa) is an independent, non-profit organization that works through collaborative tripartite partnerships with university based legal aid clinics on one part, and grassroot organizations on the other part, to promote the rule of law and access to justice for the legally underserved particularly women and girls, children and gender diverse persons in Kenya. For more information see: https://amkafrica.org/

We are seeking a highly organized and detail oriented experienced finance officer to manage our organization's financial operations by ensuring compliance with donor and regulatory requirements.

Position: Finance Officer
Location: Nairobi, Kenya
Type: Full time

Key Responsibilities

- Maintain the organization's accounting system and ensure that financial records are complete, accurate and properly supported.
- Record and process financial transactions in accordance with the organization's accounting procedures.
- Support the preparation of annual organisational budgets and project budgets.
- Work with project teams to prepare activity budgets and monitor expenditure against approved project budgets.
- Prepare regular budget versus actual expenditure reports.
- Prepare accurate and timely financial reports for donors and management.
- Conduct monthly bank reconciliations.
- Ensure that all transactions are supported by appropriate documentation and approvals.
- Support the financial aspects of procurement processes in accordance with Amka Africa's procurement procedures.
- Ensure that procurement and payment documentation meets donor and organizational requirements.
- Support continuous strengthening of Amka Africa's financial policies, procedures and internal controls.
- Identify financial control weaknesses and recommend appropriate corrective measures.
- Support periodic reviews of financial procedures and controls.
- Safeguard organisational financial records and confidential financial information.
- Assist management in identifying and mitigating financial and operational risks.
- Support preparation and processing of monthly payroll.

- Ensure timely remittance of statutory deductions.
- Coordinate the preparation of financial records required for annual audits.
- Liaise with external auditors and provide requested financial information and documentation.
- Assist with project-specific and donor audits where applicable.
- Maintain accurate physical and electronic financial filing systems.
- Support the development and maintenance of financial templates, trackers and reporting tools.
- Participate in organisational planning, budgeting and strategy processes.
- Support the development of financial policies, procedures and tools where required.
- Undertake any other finance-related duties assigned by management.

Qualifications and Experience

- Bachelor's Degree in Finance, Accounting or a related field.
- Professional accounting certification from a recognized governing body such as CPA (K) or ACCA where applicable.
- A minimum of **3 years' experience** in accounting or financial management, preferably within a civil society organization.
- Proficiency in accounting software preferably QuickBooks or a comparable accounting system.
- Strong attention to detail, integrity and the ability to work independently.
- Strong knowledge of Kenya's statutory financial compliance requirements.

How to Apply

Interested candidates should submit: -

- A detailed CV of not more than three pages; and
- A cover letter demonstrating the relevant experience and fitness for the role.

Applications should be sent to hr@amkafrica.org with the subject **{Application: Finance Officer}** on or before 15th October 2026. Only shortlisted candidates will be contacted.