



Open  
Governance Institute  
Research | Training | Advocacy

P.O Box, 10721, Eldoret,  
Daima Towers, Northern Wing, 13th Floor

---

## Financial Accountant: Ref. OGI 2022/1-12374/5

### Background

These Terms of Reference (TOR) serve as a request for applications from potential Financial Accountants interested in working for the Open Governance Institute. It covers the purpose, scope and requirements of the tasks for the Financial Accountant position.

### About Open Governance Institute

[Open Governance Institute \(OGI\) Kenya](#) is a Kenyan national non-profit company incorporated under the Companies Act 2015. The Institute collaborates with and supports community groups, civil society, and governments across Kenya to advance the delivery of responsive public services through greater alignment of budget and policy priorities to community needs.

### 1. Objectives of the position

We seek to recruit a Financial Accountant to plan and implement the organization's financial management and operations processes to ensure that resources are used effectively, efficiently and equitably. The successful candidate will ensure full compliance with statutory requirements. S/He will be charged with financial management responsibilities including reporting timeliness, quality and accuracy of financial data and alignment of the financial reporting with programmatic activities as well partner requirements and expectations.

### 2. Key Tasks & Responsibilities

#### *Financial Reporting And Accountability*

- Develop annual and quarterly project budgets, liquidity forecasts,

- Monitor budget spending for the project, ensure that budget expending is in line with project deliverables, and provide monthly updates on financial status including cash flow and variances, and institute corrective measures where necessary.
- Ensure compliance with GAAP financial rules and regulations, as well as Open Governance Institute policies,
- Manage, oversee, process (as appropriate), all of the following transactions: payroll, accounts payable, revenue and expense, fixed assets, cash, bank reconciliations, and allocations.
- Ensure compliance with statutory obligations such as KRA, NHIF and NSSF
- Prepare and analyze accurate monthly financial and management reports, including; income statement, balance sheet, budget and variance, projections and forecast, and cash flow
- Ensure all project financial records are filed and clearly labeled both electronically and physically
- Establish the physical existence of all donor funded project assets per the asset register, their conditions and locations.
- Prepare and submit financial reports per donor and organizational requirements within the stipulated time frame
- Ensure timely invoice payment and processing
- Ensure timely closure of the grant agreement
- Maintains financial management files for grants and ensures audit trail for all necessary grant documentation.
- Perform other related duties as assigned and agreed upon with Programs Manager and program staff

#### *Operations management*



Open  
**Governance Institute**  
 Research | Training | Advocacy

- Develop project procurement plans
- Provide inputs and logistics support consistent with the planned project work plans, detailed field activity plans and procurement plans;
- Raise purchase and procurement needs of projects in coordination with Open Governance Institute Programs Manager, Research Analyst as well as the Communications Specialist.
- Coordinate meetings, trainings, workshops and travel arrangements as needed in projects,

#### *Other*

- Build and maintain positive relationships with all members of staff, and contacts within and outside the Organization.
- Plan and complete work assignments with a high degree of initiative, good judgment, analytical skill, and integrity.
- Perform other duties as assigned by the Programs Manager

### **3. Qualifications**

#### *Educational background*

- Bachelor's degree in Accounting/ Finance
- Certified Public Accountant (CPA IV) or other comparable/equivalent qualification
- Good knowledge of Excel and other MS Office applications
- Knowledge of QuickBooks will be an added advantage

#### *Professional experience*

- Minimum 2 years of relevant experience in financial accounting or internal auditing.
- A combination of audit experience and operating accounting experience would be ideal.
- Experience of working with Non-Profit Organization(s).
- Experience managing donor projects.
- A good understanding of financial controls.
- Hands-on experience making donor budgets and expertise on consolidation of various partner budgets with different currencies into one consolidated budget in single currency, and meeting reporting deadlines.
- Experience in developing, implementing and monitoring a financial risk management framework including effective internal controls.

#### **4. Assignment duration**

This is a contractual-based position which is renewable on an annual basis on the account of performance review, mutual interest as well as other ensuing circumstances.

#### **5. Assignment fees**

Interested applicants are required to include expected minimum monthly gross salary in their application to the position. **Otherwise, applications with no indicated salary expectation may not be reviewed.**

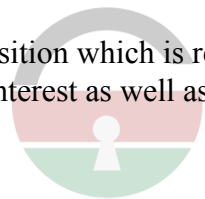
#### **6. Application**

Interested applicants should submit their applications including up to one-page cover-letter that summarizes among others, their abilities, experience and suitability to the position, and a current CV. Applicants should clearly explain how their professional qualifications and experience matches the skills and qualifications required for the position.

Applications must be submitted in soft copy to [supplies@opengovinstitute.org](mailto:supplies@opengovinstitute.org) indicating the reference number in the subject line by March 4, 2022 at 5 p.m. (East Africa time). Please note none referenced submissions may not be reviewed.

**Women are highly encouraged to apply!**

*We are an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all our employees.*



Open  
Governance Institute  
Research | Training | Advocacy