



## **HIRING - FINANCE AND ADMINISTRATION OFFICER - MATERNITY COVER**

### **Summary**

The Pangolin Project Kenya (TPP-Kenya) is a not-for-profit organization dedicated to the protection of Pangolin and the habitat on which they depend. Established in 2020 we carry out activities under four key pillars: Monitoring and research of Pangolin; Mitigating risks to Pangolin; Awareness, Education and capacity building; Protection of habitat. We operate in the Greater Mara Ecosystem working with partners to achieve our goals and we maintain an administrative office in Nanyuki.

The Pangolin Project is a growing organization working in challenging conditions to achieve a trail-blazing model for conservation of Pangolin and other species.

### **Role Description**

TPP Kenya is hiring a Finance and Administration Officer for a 6-month maternity cover contract, with the potential for extension. The Finance and Administration Officer will report to the Finance and Grants Manager and is primarily responsible for financial record keeping and administrative duties. He/she is responsible for overseeing accounting and bookkeeping functions, implementing financial controls to maintain overall accountability and ensuring compliance with TPP Kenya policies and statutory regulations. The position will be based at our administrative offices in Nanyuki.

### **Roles and responsibilities**

#### **1. Budgeting and Financial Management**

- Assist with the preparation and management of monthly operational budgets.
- Record all payments and financial transactions in QuickBooks.
- Maintain finance journals and ensure accurate bookkeeping.
- Ensure that all payments (payroll, expenses, MOU payments, leases, etc.) are made in a timely manner.
- Reconcile bank accounts and petty cash accounts monthly.

#### **2. Procurement and Payments**

- Manage Tende accounts and process payments in accordance with procurement and finance policies.
- Procure items as required, following the organization's procurement and finance policies.
- File hard copies of all payment receipts against invoices and other financial documents.

#### **3. Documentation and Record-Keeping**

- Ensure hard and soft copies of financial documents (pay-slips, invoices, allowances, casual labor pay-slips, etc.) are properly filed and maintained.
- Maintain TPP business registration documents.
- Support monthly stock taking and ensure records are updated accurately.



#### 4. Staff and Payroll Administration

- Record and manage all staff leave days, including annual, sick, paternity, and maternity leave.

#### 5. Statutory Compliance and Reporting

- Ensure timely payment and compliance with statutory requirements, including NITA, PAYE, SHIF, NSSF, Affordable Housing Levy, Withholding taxes, and VAT/e-TIMS compliance.
- Adhere to statutory payment deadlines and ensure compliance with all relevant financial regulations.

#### 6. Banking and Financial Transactions

- Act as a banking agent to set up payments on the online banking portal for approval.
- Assist with banking transactions and ensure all financial processes are handled efficiently.

#### 7. Logistical Support

- Provide logistical support for travel arrangements, including booking local flights, road travel, accommodation, and DSA for staff and non-staff.

#### Qualifications:

- **Bachelor's Degree** in Finance, Accounting, Business Administration, or a related field.
- A **CPA (Certified Public Accountant)** qualification or equivalent certification is desirable.
- Additional qualifications in **procurement, human resources, or project management** could be an added advantage.

#### Professional Experience

- **2-4 years** of relevant experience in finance, accounting, or administration, preferably in an NGO or non-profit sector.
- Experience with **QuickBooks** or other accounting software for managing financial transactions and reporting.
- Strong understanding of **Kenyan tax laws** and **statutory compliance requirements** (e.g., PAYE, VAT, NSSF, NHIF, and other relevant taxes).
- Previous experience in **procurement** processes and handling **payments** in accordance with organizational policies.
- Familiarity with **staff leave management** and payroll administration.

#### Skills and Competencies

- Strong knowledge of **financial management principles, budgeting, and bookkeeping**.
- Proficiency in using **Microsoft Office Suite**, particularly Excel, for financial reporting and analysis.



- Excellent **organizational skills** and attention to detail, especially when managing records and filing financial documents.
- **Time management** skills and the ability to prioritize multiple tasks effectively.
- Ability to work independently and in a team environment, demonstrating **strong communication skills** and **problem-solving abilities**.
- **Integrity** and the ability to maintain confidentiality in handling sensitive financial information.
- Familiarity with **Kenyan financial regulations, procurement guidelines, and labor laws**.

#### **Additional Requirements**

- **Experience in the NGO sector** or in a **conservation-related field** is a plus.
- Knowledge of **sustainable finance practices** and **project management** could be beneficial.
- Ability to manage **logistical arrangements** for staff travel and accommodation.
- **Fluency in English** and **Swahili** (both written and spoken) is essential.

#### **Benefits:**

- Competitive salary commensurate with experience.
- Benefits package, including health insurance and pension.
- Opportunities for professional development and growth within the organization.
- The chance to make a meaningful impact on communities and conservation in Kenya.

**How to Apply:** Please submit a resume, cover letter, and any relevant work samples to [info@thepangolinproject.org](mailto:info@thepangolinproject.org) . Applications will be reviewed on a rolling basis until the position is filled.

TPP Kenya is an equal opportunity employer and encourages candidates from all backgrounds to apply. We thank all applicants for their interest, only those selected for an interview will be contacted.