



## Job offer: Finance and Administration Officer

*Fixed term contract*

### Background:

German Sparkassenstiftung Eastern Africa (DSIK) is a registered International Non-Governmental Organization in Kenya. DSIK is an affiliate of German Sparkassen Finance Group - a group of hundreds of retail banks, associations, and specialized financial institutions committed to promoting sustainable access to financial services particularly to rural population.

In Eastern Africa, DSIK has been working for more than 15 years, focusing on strengthening institutions in the micro-finance sector and providing high-quality education as well as capacity building. Currently, we are conducting projects in Burundi, Ethiopia, Kenya, Rwanda, Tanzania, and Uganda. DSIK started its project interventions in Kenya in October 2019 and runs activities within the scope of the Regional Project " Sustainable transformation of the Financial Sector in Eastern Africa through Institution Strengthening of the Microfinance Sector and Socio-ecological Transformation of the Economy with a focus on Rural Development", funded by the Federal Ministry for Economic Cooperation and Development (BMZ).

### Reporting line:

Reporting to the Country Directorate in Kenya

### Deployment location:

Main location for the employee is Nairobi. Missions to other locations in Kenya, as well as to other countries in Eastern Africa, especially Burundi, Ethiopia, Rwanda, Tanzania, and Uganda are possible.

### Roles and responsibilities:

- Maintain and monitor the books of accounts, e.g. ledger, cash book and all other records as required
- Supervise cashier tasks, bank transaction payments and the pay-out of cash reimbursements
- Conduct regular cash box audits
- Ensure the timely payment of salaries, taxes, and social security contributions
- Ensure the registration of new employees for social security contributions and taxes
- Maintain a professional relationship with bank advisors, plan, and monitor cash flow needs
- Check conformity and accuracy of payment requests
- Ensure that all supporting documents and proof of usage from suppliers and partners are available and well filed
- Support the procurement committee in the implementation of procurement procedures and ensure compliance with internal, donor and government regulations
- Manage and supervise administrative tasks, including logistics, travel arrangements and purchases
- Support the preparation and submission of financial reports in compliance with the public finance rules and in accordance with the internal accounting procedures of DSIK,
- Maintain proper records and prepare for internal and external audits
- Support the preparation and submission of other mandatory reports to the respective authorities
- Manage contracts for service providers
- Monitor monthly and annual operating budgets
- Ensure compliance with Kenyan rules and regulations, DSIKs internal procedures and good governance and support the team in assuring high quality standards of admin procedures
- Other tasks as assigned by the management.

### Profile/ Core Competencies:

- Minimum 3 years' work experience in administrative tasks and accountancy, preferably in an international NGO
  - Bachelor's degree in accounting, business administration or another relevant field
  - Proficient in use of Microsoft Office, especially Excel
  - Being certified in Professional Accounting Courses (e.g: CPA, ACCA) is a plus
  - Analytical and results-oriented work skills
  - Strong communication and teamwork skills
  - Ability to maintain confidential and sensitive information
  - Excellent organizational skills and ability to work independently with strong attention to detail
  - Stress resistant team player with strong deadline orientation, flexibility, and a sense of pragmatism
  - Fluent in English and in Swahili.
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### How to apply:

Please submit your application by filling out the application form through this link: <https://forms.gle/Pf5FoYqYraC5ATkH7> and ensure that you have your updated CV, relevant certificates and transcripts of records, and a cover letter clearly demonstrating your knowledge, experience and motivation as well as highlighting your suitability for the assignment in one PDF document beforehand as you will be required to attach it to the application form. Only applications submitted via the above link will be considered.

Applications will be received not later than **23<sup>rd</sup> of April 2026**. Please understand that we will only contact candidates who will have passed the preselection successfully and will be invited to the Assessment Center.

### Disclaimer

By submitting your application, you agree your information might be shared for reporting purposes to regulatory bodies required by Kenyan law.