

JOB DESCRIPTION – FINANCE JUNIOR OFFICER

Job Title: Finance Junior Officer	Reports to: Head of Finance Department
Department: Finance	Job Grade: C (Coordinators)
Head of Department -Financial Controller	Position Type: Contract
Direct Supervisee(s).	N/A
Location: Nairobi	Date: June 2024
Job Purpose The Finance Junior Officer supports the finance department by performing various accounting and bookkeeping tasks.	
Key Responsibilities	
● Recording and updating accounting transactions. ● Scan documents for filing and uploading in the system. ● Support in preparation of suppliers' payments. ● Support in sending payment remittances to suppliers. ● Manage and update the cash flow report on daily basis. ● Ensure COE and C17 are processed and paid. ● Maintain cash floats and carry out reconciliation. ● Support in bank reconciliation. ● Process daily banking and load them on CW1. ● Carry out monthly Mpesa account reconciliation. ● Assist in the preparation of monthly, quarterly, and annual financial reports. ● Maintain accurate and organized records of all incoming and outgoing cash transactions. ● Accurate account allocation and ensuring exchange gains/losses are approved before posting ● Post petty cash vouchers on a timely manner. ● Support the cash flow planning and forecasting. ● Perform regular reconciliations of control accounts against general ledger accounts. ● Filing the cash records physically and in Edocs on CW1 Any other responsibility as delegated by management.	
Minimum Knowledge, Qualifications and Experience required for this role	
● Bachelor's degree in business management, finance, or accounting ● Minimum of 2 years working experience in a similar role. ● Proficiency in computer skills ● Knowledge of Cargo wise ERP System and financial system	

● Experience in the logistics industry is an added advantage.	
Certification/Membership	
CPA II	
Role Related Competencies (Behavioural Indicators):	
● Accounting knowledge ● Attention to detail. ● Data entry and management ● Strong analytical skills ● Customer service skills ● Excellent communication skills (Verbal & written) ● Flexible and ability to multitask. ● Ability to work as part of a team in a pressured environment. ● High integrity	
Key Performance Indicators	
● Accuracy of data entry ● Organized and up-to-date and financial records and documentation. ● Prompt disbursement of payment remittances ● Accurate reconciliation of Mpesa accounts	
Key Relationships	
Relationship	Internal staff Customers
Approvals	
Reviewed by: Direct Supervisor	Signature:
Reviewed by: HR & Administration Senior Officer	Signature:
Reviewed by: Financial Controller	Signature:
Received and Accepted by Jobholder	Name: Signature: Date: