



Serving rural Kenya
P.O. Box 82120 Mombasa Tel: 041 – 2492598
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YEHU MICROFINANCE SERVICES LIMITED

JOB ADVERTISEMENT - FINANCE OFFICER

Position Title: Finance Officer

Reporting to: CFO/CEO

Work Location: Mombasa

a) Job Description

Specific Responsibilities

1. In consultation with the Management and Financial Accountant perform regular review of organizational financial processes.
2. Ensure financial literacy both for both internal and external customers as per annual plan guidelines.
3. Support preparation of annual plan in consultation with Management accountant for consideration by management.
4. Familiarize with the best practice in the microfinance industry as well as IFRS, CGAP reporting guidelines, IAS etc. to execute respective duties professionally.
5. Effective supervision of all Branch Administration Officers and ensure reliability and timeliness of all branch financial records.
6. Ensure compliance of all organizational policies at the branch as well as at the Centres with respect to the finance function.
7. Monitor, motivate and appraise the performance of the Branch Administration Staff.
8. Exemplify, promotes, and enforces adherence to Organizational values, code of conduct, policies and procedures as outlined and as guided from time to time by the Management.
9. Institute necessary measures to prevent fraud and errors.
10. Fulfill any other duties and responsibilities that may be assigned by the supervisor and management from time to time.

Qualifications and Experience

- 1) Diploma or undergraduate degree in Business Administration/Management (preferably accounting and finance options).
- 2) Attained CPA 2.
- 3) Experience of not less than 3 years in a related position as a supervisor within a busy Accounting and business management environment preferably in a Microfinance sector.
- 4) competence in analytical skills (analysis of both accounting and administrative reports)
- 5) Demonstration of proficiency in accounting packages and general office practice applications.
- 6) Demonstrated ability to prioritize and handle multiple on-going assignments under minimum supervision and delivery schedule within an environment of conflicting deadlines and interests.
- 7) Not less than 28 years of age.

HOW TO APPLY

For those who are interested in this position, please submit the application letter and Curriculum Vitae with three official references to

**The Chief Executive Officer
Yehu Microfinance Trust
P.O. BOX 82120 – 80100
MOMBASA**

Hard copies of job application and Certificates to be submitted to our Yehu Head office at Nyali Behind Nakumatt Supermarket City Mall off Mombasa Malindi road Avenue building along Mahesh Doshi Road opposite Laveranda building 2nd floor office No. 2 or email to info@yehu.org

The closing date for applications is **29th September, 2015**. Only the short listed applicants will be contacted.