



Call for Applications

Position: Assistant Finance Officer

Duration: March 2022-September 2022

Location: Save Lamu Office, Lamu County

Who is Save Lamu?

Save Lamu is a community-based organization whose mission is to engage communities and stakeholders to ensure participatory decision-making to achieve sustainable and responsible development and preserve the environmental, social, and cultural integrity of the Lamu Community. Save Lamu is a registered community-based organization (CBO) which is formed out of a coalition of over 30 local and national organizations.

The objectives of Save Lamu are to:

- Raise awareness on the environmental, social, and political challenges facing the peoples and environs of Lamu
- Document and raise awareness on community knowledge, practices and rights over communally managed lands
- Foster sustainable and responsible development and use of natural resources
- Preserve the cultural and social identity of the marginalized indigenous communities in Lamu
- Advocate and lobby for the recognition of the communities' natural resource rights
- Build capacity for the local community in natural resource rights advocacy
- Enhance partnerships between local, multinational, and national groups to carry out any of the above objectives

What are we looking for?

Save Lamu is looking for assistant finance officer who will provide accounting support to HIVOS –Voice for Climate Action Project under supervision of the organization finance officer.

Specific duties and Responsibilities

- Assist in reconciling control accounts, balance sheet accounts, creditor statements, personal / staff accounts. Undertake monthly bank reconciliations and take lead in the management of accounts payable.
- Timely processing, tracking and reconciliation of statutory payments including but not limited to employment taxes, VAT claims, VAT exemption applications, withholding tax payments and returns.
- Handle accounts' related correspondences.
- Maintain proper filing system for Finance records & documents and take lead in the maintenance of the Unit's shared filing systems.
- Handling accounting queries & maintaining a good documentation system.
- Facilitate with other team members for smooth execution of institutional audits through timely provision of audit schedules and responding to audit queries and findings.
- Contribute to the improvement of accounting and financial services & procedures in line with universal standard guidelines.
- Undertake organization routine banking activities.
- Carry out other related duties as may be assigned by the supervisor/ management.

Minimum qualifications and skills

- Diploma or Degree in Commerce (Accounting or Finance option), Business Administration (Accounting option), from a recognized institution or any other equivalent qualification.
- Excellent knowledge of spoken and written English and Kiswahili;
- Have certificate in computer applications.
- Professionalism, strong work ethic, and personal initiative
- Critical and analytical thinking.
- Willingness and ability to travel often.

Youth (aged under 35) and Female applicants will be given preference.

Application process:

Deadline: 20th February, 2022, 23:59 East Africa Time

Please email your application to: Save Lamu (savelamu@gmail.com) with the job title in the subject line. Include a motivation letter that indicates why you feel you are the best candidate for this position, along with a detailed CV with three references.

Please ensure that your application as a whole speaks to the required skills and experience and desirable traits and attributes listed above.

Only shortlisted candidates will be contacted.

Best of luck!

Save Lamu Team