

# **KASIGAU RANCHING (DA) COMPANY LIMITED**

## **Finance Assistant Position**

### **Terms of Reference**

#### **Part 1 – Position**

Finance Assistant (FA)

#### **Part 2 – Reports to**

Manager

#### **Part 3 – Place of Employment**

The position is based in the Kasigau Ranch head office in Kasigau, Taita Taveta, Kenya. The incumbent may be required to travel across the county or country as well as other countries of Kasigau Ranch's engagement if required.

#### **Part 4 – Structural Position**

The Finance Assistant is responsible and reports to the Manager who will assign duties as appropriate, under the overall supervision of the Executive Committee of the Board of Directors of Kasigau Ranch. The FA will cooperate with all personnel working in Kasigau Ranch, especially with the senior administrative and heads of departments. Close coordination is also required with the Manager, Treasurer and the Executive Committee lead by Chairman.

#### **Part 5 – Basic Function of Position**

The Employee serves as the FA of Kasigau Ranch with the responsibility for planning and executing all necessary financial and accounting functions.

#### **Part 6 – Major Duties and Responsibilities**

##### **(a) Accounting**

- Maintaining the accounts, following relevant Kasigau Ranch regulations, in co-ordination with the Manager and Treasurer.
- Ensuring the management of the data file and the appropriate filing of the electronic and hard copies of the financial documents and reports.
- Preparing the monthly financial report based on the accounting application, with all necessary justifying documentation (invoice, bank slips, receipts, etc).
- Ensuring a regular monitoring of the Company expenditure.
- Carrying out the calculation of the payroll, including overtime, for all Kasigau Ranch staff on the basis of valid employment contracts.
- Preparing the internal invoices for the personal use of ECHO assets.
- Maintaining payment record of all invoices received.
- Maintaining payee statement records for all suppliers.

##### **(b) Finance / budget**

- Preparing the planning of the financial needs for forthcoming periods.
- Ensuring availability of funds in the office cash box by liaising with the Manager.
- Maintaining the petty cash box, with all due accounting and security precaution.
- Preparing the elements for the budget analysis.
- Maintains the budget forecast tool.

- Monitoring the development of expenditure, ensuring that budget overruns do not occur and prepares requests for possible amendments.

**(c) Others**

- Translates financial documents as appropriate and maintaining complete files.
- Carries out any other duties that may reasonably or exceptionally be required to ensure the smooth operation of Kasigau Ranch's work after approval of the Manager.

**Part 6 – Information / reporting**

The FA will submit the following information and reports to the Manager:

- Weekly financial activity reports
- Monthly income and expenditure reports
- Monthly budgets
- Ad hoc reports on situation and issues of interest of the Kasigau Ranch.

**Part 7 – Position Elements**

Supervision Received: Supervision by the Manager or Treasurer in the absence of Manager. Must be a self-starter and able to set priorities on work schedule.

Available Guidelines: Basic guidelines include the Kasigau Ranch Financial Policy Manual, Human Resource Policy and Procedures Manual, Property Use Manual, etc. There are also a variety of unwritten policies, precedents and practices.

Exercise of Judgement: Initiative and independent judgement is required by the incumbent in determining what needs to be done and the best working methods. Intensive co-ordination with the Kasigau Ranch members of staff is, however, essential. The incumbent should be versatile and flexible so as to quickly adapt to changing situations.

Authority to Make Commitments: As delegated by the Manager.

Nature, Level and Purpose of Contacts: Required to deal personally with peers and colleagues from Kasigau Ranch and other partner organisations.

Supervision Exercised: the incumbent is responsible for daily coordination of the work of the finance department.

Working hours and days: Monday to Friday from 08:00 to 17:30, Saturday from 8.30 to 12.30. May be required to work on weekends.

**Part 8 – Qualifications**

- Diploma in accounting, Certified Public Accountant Section IV (CPAK) or its equivalent
- At least one (1) years working experience in a similar position
- Strong knowledge of bookkeeping.
- Must be compliant with Chapter 6 of the Constitution of Kenya;
- Must be computer proficient and detailed knowledge in Microsoft Excel and Accounting software (QuickBooks).
- Must have high analytical ,Planning and Budgeting experiences
- Must have a good understanding of Public Finance Management Act and related legislations, Public Procurement and Disposal Act and Regulations, Financial Reporting Standards, Pension Scheme's Accounting Standards and any other relevant acts

- Must be familiar with Pension Schemes operations especially financial.
- Must demonstrate high levels of leadership skills and drive for success
- Good organizational skills.
- Strong analytical skills.
- Detail-oriented.
- Excellent time management skills.

If you fulfil the above requirements, kindly forward your online application alongside your Curriculum Vitae;

**To the Chairman**

**Email: [director@kasigauranching.com](mailto:director@kasigauranching.com)**

**Subject: Finance Assistant Position,**

or

Submit hardcopies of the same to **Kasigau Ranch Wildlife Conservancy Head Office** not later than **17.30 PM of 31<sup>st</sup> January, 2022.**

Only the shortlisted candidates will be contacted for interviews.