



FEMINIST FOR PEACE, RIGHTS AND JUSTICE CENTRE (FPRJC)

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22nd December 2021

Project Finance Officer:

Job Description Template

We at feminist for peace, rights and justice Centre looking for a **Project Finance Officer**. We are on the hunt for a highly-analytical and qualified financial officer to join our team. In this position, you will be responsible for the financial health of our company by managing our financial procedures. Your duties will include planning budgets, participating in audits, monitoring transactions, and preparing invoices and other financial assistance required by the organization. She will be Based in Kibera Office, Kisumu ndogo office.

Project financial Officer Responsibilities

- Create and implement financial policies to guarantee operational efficiency.
- Oversee the preparation and planning of budgets.
- Maintain records and receipts for all daily transactions.
- Ensure financial records are kept up-to-date with the latest transactions and changes.
- Contribute to financial audits.
- Monitor all bank deposits and payments.
- Perform periodic financial analysis to detect and resolve problems.
- Prepare balance sheets and invoices

Project financial officer Requirements

- Training certificate in finance, accounting, or relevant field.
- A minimum of 3 years' experience in a similar role.
- In-depth knowledge of financial regulations and accounting processes.
- Outstanding analytical and time management skills.
- Strong attention to detail.
- Excellent written and verbal communication skills.

To apply submit a resume and a cover to @ kiberafminists@gmail.com and indicate project finance office in Subject line. No phone calls please.

Deadline 27th December 2021. Eligible candidates will be contacted by 31st December 2021

