

Kua Ventures is hiring a Finance Officer

Job

Opportunity

Finance Officer

Apply today for a chance to join a team
supporting SME growth in Kenya

Deadline: 5th April 2024

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Kua Ventures (www.kuaventures.org) envisions Small and Growing Businesses (SGB) in East Africa flourishing in their communities. By providing capital and coaching Kua Ventures aims to unlock the potential of Small and Growing Business to create quality jobs that facilitate personal, professional, and spiritual growth for the entrepreneurs and employees.

In 2020, Kua Ventures was established to provide affordable capital and coaching to support high potential, faith-driven enterprises that can create quality jobs for hardworking individuals. Faith-driven entrepreneurs provide immense potential to transform entire communities, lift them out of poverty through job creation, and lead like Christ and discipling the next generation.

ROLE DESCRIPTION

The Finance Officer will be based in Kenya. This person will integrate the Finance team and will report directly to the Finance Manager.

We are seeking a meticulous and detail-oriented Finance Officer to join our team. The **Finance Officer** will be responsible for providing comprehensive financial services, including accountancy, portfolio statements, accounts receivable and compliance with accounting standards and regulations.

The Finance Officer will report directly to the Finance Manager and will work closely with the Executive Director.

Key Responsibilities:

- Monthly Accountancy Services:
 - o Continuously update all receipts and payments;
 - o Maintain detailed general ledgers;
 - o Accurately maintain accounts receivable ledgers;
 - o Accurately maintain accounts payable ledgers;
 - o Process regular bank and mpesa reconciliation statements;
 - o Produce monthly and quarterly accounts to mirror the reporting schedule;
- Financial Management;
 - o Initiate payments approved by Directors and file these invoice;
 - o Accurately maintain and record of all payment approvals and original documentation;
 - o Managing expense reports submitted by staff and approved by Directors (*Out of Pocket, Petty Cash, Credit Card*);
 - o Record investments and loans from Investors;
- Accounts receivable;
 - o Prepare and send monthly account statements for each portfolio company;
 - o Follow the investment collections SOP to ensure timely communication is conducted with all portfolio companies about the deadlines and payments due;

- Payroll Services;
 - o Process monthly payroll; calculate and process all payroll taxes and statutory deductions & withholdings, pension contributions and any others required;
 - o Send payslips to staff;
 - o Provide guidance on other payroll-related matters;
- Taxation Services;
 - o Handle corporate tax filings;
 - o Manage withholding taxes;
 - o Handle instalments taxes;
- Audit;
 - o Collaborating with the Finance Manager for an accurate annual audit.
- Compliance;
 - o Ensure compliance with generally accepted accounting practices and standards;
 - o Comply with all laws, regulations, and procedures while completing financial services;
- Propose solutions to improve the Finance department's efficiency and effectiveness;
- Perform financial reporting, analysis and assessments whenever required;
- Perform other duties as determined by the Finance Manager and Executive Director;

We Expect:

- Degree in Accounting, or related studies (preferred);
- Accounting skills, including knowledge of accounting principles, standards and techniques, cost analysis and reduction, cash flow management.
- 3-5 years work experience in a similar role;
- Fluent with account software programs, such as Excel, SQL, QuickBooks;
- Strong cloud-based organizational and comfortable user of new technologies e.g. project management tools, Google Drive and other apps from G Suite package, etc.
- Applicants must have all necessary permissions to work in Kenya.
- Ability to commit full-time to Kua Ventures (40hours/week), starting in April 2024;

INTERESTED?

If you're interested in this position, [click HERE](#) to submit your application. If you have any queries, please email us at jobs@kuaventures.org with the subject "Finance Officer application". Please note that the email is only to be used for queries. All applications should be submitted through the form. Application deadline is **April 5th, 2024**.