



CATHOLIC DIOCESE OF NYAHURURU

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RE-ADVERTISEMENT: ASSISTANT FINANCE OFFICER.

Caritas Nyahururu is a Faith Based Organization operating under the jurisdiction of the Catholic Diocese of Nyahururu which covers three counties namely Nyandarua, parts of Laikipia and parts of Baringo Counties. The aim of Caritas Nyahururu is to implement programs that improve the livelihoods of the marginalized and vulnerable people or communities.

Job Summary:

In the spirit of empowering communities through sustainable development programs, Caritas Nyahururu seeks to recruit a qualified and competent person to fill the vacancy of a **Programs Assistant Finance Officer**, who will be charged with the responsibility of managing the financial aspects of projects within the organisation. The Officer will be reporting directly to the Finance Officer.

Key Responsibilities:

- **Developing Project Budgets:** Creating and managing detailed budgets for individual projects, which includes estimating costs, defining funding requirements, and setting financial goals.
- **Cost Estimation:** Working closely with project managers and teams to estimate the full financial requirements for the project, including labour, materials, and other associated costs.
- **Track Financial Performance:** Monitoring actual spending against the budget to ensure the project stays on track financially.
- **Generate Financial Reports:** Producing regular financial reports on project progress, budget variances, and cash flow to senior management or stakeholders.
- **Variance Analysis:** Analysing discrepancies between projected and actual financial data to identify potential risks or inefficiencies and recommend corrective actions.
- **Payment Schedules:** Overseeing the disbursement of funds according to the agreed payment schedules, ensuring that animators, vendors and suppliers are paid on time.
- **Negotiating Terms:** Working with contractors and suppliers to negotiate favourable payment terms and pricing structures, helping to keep the project within budget.
- **Identifying Financial Risks:** Recognizing potential financial risks that could impact the project, such as cost overruns, payment delays, or economic shifts and creating strategies to manage risks and safeguard the project's financial success.
- **Insurance and Contingencies:** Ensuring that appropriate insurance, contingencies, and financial safeguards are in place to protect against unforeseen financial setbacks.
- **Reporting to Stakeholders:** Providing clear and concise financial updates to all relevant parties, ensuring transparency and addressing any financial concerns.



- **Advising Project Teams:** Advising project managers and teams on financial decisions, offering insight into financial constraints, and helping them stay within budget.
- **Ensuring Compliance:** Ensuring that all financial aspects of the project comply with relevant laws, regulations, and corporate governance standards.
- **Audit Preparation:** Preparing for and assisting with audits or reviews of the project's finances, ensuring all financial transactions are properly documented and transparent.
- **Administration:** Preparing payroll for project team, send individual pay slips according to payroll and ensure proper filing (electronic and hard copy) of all financial documents and safe keeping of the documents.

Qualifications

- A holder of Bachelor's degree in Commerce (Finance option) and must be a CPA finalist.
- At least 4 years of relevant experience in financial management, preferably in a non-profit or donor funded project.
- Strong knowledge of accounting principles, financial reporting, budgeting, and grant management.
- Proficiency in modern computerised accounting skills and Microsoft Excel.
- Experience in managing multiple projects and the ability to prioritize tasks effectively.
- High attention to detail, strong analytical skills, and the ability to provide actionable financial insights.
- Familiarity with the financial regulations in the non-profit sector and donor compliance requirements.
- A passion for community development and a commitment to the values, vision and mission of Caritas Nyahururu.
- Excellent communication skills and the ability to work collaboratively with diverse teams.
- Fulfilment of Chapter six (6) of the Constitution of Kenya 2010.

Equal Opportunity Employer

Caritas Nyahururu is an equal-opportunity employer. We are committed to supporting inclusion and diversity as part of our values. Our employees are people with different strengths, experiences, and backgrounds, who share a passion for improving people's lives.

How to Apply:

Qualified candidates interested in the position are invited to submit their CV, a cover letter accompanied by their academic certificates to recruitment.caritasnyahururu@gmail.com or deliver a physical copy to the Catholic Diocese of Nyahururu Secretariat offices with the below address.

To:

The Director

Caritas, Catholic Diocese of Nyahururu

P.O Box 842-20300

Nyahururu-Kenya



All applications must be submitted before **22nd May 2025**. Only shortlisted candidates shall be contacted.