



Mission inclusion,

Nairobi West District, Magadi Road,
Wasaa Conservation, Kenya

FINANCE AND ADMINISTRATION OFFICER

Nairobi, Kenya (Nationals only)

PROGRAM SUMMARY

Mission inclusion, in partnership with the International Union for Conservation of Nature (IUCN) and local partners, is implementing the Regenerative Seascapes for People, Climate, and Nature program, funded by Global Affairs Canada. The program aims to enhance the resilience of coastal communities in the Western Indian Ocean (WIO) region—including Kenya, Tanzania, Mozambique, Comoros, and Madagascar—against the impacts of climate change.

Anchored in the Africa-led Great Blue Wall initiative, the program will benefit over 350,000 people through the creation of sustainable, inclusive, and climate-resilient seascapes. It is structured around four pillars:

- Blue Planet (conservation)
- Blue Nature (nature-based solutions)
- Blue People (leadership of women and youth in the blue economy)
- Blue Partnerships (cross-cutting collaborations for sustainable development)

JOB SUMMARY

Under the supervision of the Head of Finance and Administration, the Finance and Admin Officer will ensure that all administrative and financial functions in the Program regional office are completed effectively and in a timely manner, including accounting, payment and banking, payroll, financial and grant reporting, financial management, compliance and archiving. The role requires a high level of integrity, professional skepticism, and the ability to operate in a high-risk and multi-country environment.

The Finance and Admin Officer will ensure compliance with Donor regulations as well as **Mission inclusion** internal policies and procedures and provide support to the program management teams as required.

The Finance and Admin Officer role involves working on monthly management accounts, cashflows. She/he will assist the Head of Finance and Administration in preparing the annual budget planning, quarterly forecasting and periodical reports for the donors.

The role is responsible for the preparation and production of financial statements, including all supporting schedules and reconciliations. This requires a sound understanding of donor accounting regulations. Finance and Admin Officer's reporting extends to other ad hoc requirements, such as preparing documentation to support due diligence enquiries from financial and governmental institutions.

The role is also responsible for promoting and upholding a commitment to the efficient use of **Mission inclusion** and donor resources. It involves ensuring compliance with donor's





requirements and regulations, including financial tracking and oversight of partner budgets, finance, administration, and reporting.

ROLES AND KEY RESPONSIBILITIES

Financial Control and Accounting

- Assist the Head of Finance and Administration in the execution of financial and administration tasks regarding Program and office management.
- Maintain the office accounts in accordance with the organization's procedures.
- Ensure the conformity of supporting documents and the respect of payment deadlines to suppliers.
- File and archive accounting documents and maintain a fixed asset register.
- Prepare monthly financial reports and send them to the Head of Finance and Administration. for approval within the deadlines.
- Vendor and staff reconciliations.
- Assist with data capture into the accounting system.
- Prepare monthly bank reconciliations.
- Prepare and facilitate internal and external financial audits and follow up on recommendations.
- Tracking staff travel advances and reconciliations.
- Assist in training field staff on the policies on travels advance and accountability.
- Payroll preparation and update with changes in tax regulations.
- Ensure strict segregation of duties in all financial processes (initiation, verification, and approval of payments).
- Verify the accuracy of beneficiary details (including bank accounts) prior to payment processing and flag any discrepancies.
- Maintain and regularly review payment approval records and supporting documentation to ensure complete audit traceability.
- Ensure all transactions are fully supported by complete, accurate, and verifiable documentation in compliance with donor requirements.
- Maintain a clear and auditable trail for all financial transactions (from requisition to payment).
- Review and validate partner financial reports and supporting documents to ensure compliance with donor requirements.
- Perform periodic partner financial monitoring and follow-up on identified gaps.
- Act as a key focal point for finance compliance during audits, investigations, and donor reviews.

Assets and Management

- Establish the initial inventory, keep it up to date and draw up the year-end inventory (fixed assets, inventory, depreciation).
- Receiving and validating cash liquidation.





- Receipting, banking, and ensuring regular monitoring of bank balances updating his supervisor on the same.
- Arrange for cash withdrawals based on duly approved requisitions and travel advances.
- Preparation of payments by ensuring all the supporting documents are attached and uploading payments in banking system in readiness for release by designated signatories.
- Maintain finance registry by ensuring that all accounting documents are filed according to the established standards.

Administrative management

- Coordinate administrative activities of the Regional Office (All office utilities-Cleaning/office supplies/Electricity/budgeting for canteen)
- Ensure that office supplies (Telecommunication Allowance, notepads, pens, binders, coffee essentials, etc.) never run out before replenishment.
- Organize and maintain project administrative records and documents.
- Upload purchase requisitions in the administration portal as may be requested.
- Assist the external auditors in the annual external audit for Mission Inclusion.

Compliance / Regulatory

- Coordinate with **Mission inclusion** for formal registration in countries.
- Ensure that information related to local and donor legislation is kept up to date and that it is applied in accordance with local and donor regulations.
- Comply with the procurement policy for goods and services, obtain the necessary approvals, are well documented, and comply with anti-corruption rules, management procedures, financial reporting tools, etc.
- Ensure compliance with environmental management and gender equality and social inclusion standards.
- Comply with and maintain local and Canadian regulatory standards and laws regarding the management of funds, expenditures, etc.
- Promote and adhere to whistleblowing and incident reporting mechanisms in line with Mission Inclusion and donor policies.
- Ensure timely reporting of any suspected fraud, irregularities, or misconduct.

Risk Management and Internal Controls

- Contribute to the identification, assessment, and mitigation of financial, operational, and compliance risks related to program implementation and office operations.
- Apply internal control mechanisms to reduce risks of fraud, misuse of funds, non-compliance, and financial misreporting, in line with organizational policies and Donor requirements including GAC.





- Identify potential budgetary and financial risks and proactively inform the Head of Finance and Administration.
- Support the investigation, documentation, and resolution of financial irregularities or compliance issues, in coordination with management and headquarters.
- Contribute to audit preparedness by maintaining complete, accurate, and well-organized financial records that support transparency and accountability.
- Support the implementation and monitoring of audit recommendations and risk mitigation action plans.
- Promote a culture of accountability, ethical conduct, and zero tolerance for fraud and corruption in line with organizational and donor policies.
- Perform periodic independent verification of bank statements against accounting records and investigate any discrepancies.
- Monitor for unusual or suspicious transactions and immediately escalate any concerns to management and HQ.
- Support implementation of fraud detection mechanisms, including data analytics and transaction reviews.

Information technology

- Oversee the formulation, interpretation and application of IT policies, procedures, rules and regulations.
- Provide appropriate information and guidance on emerging and best practices in IT.
- Oversee the organization's network and liaising with IT suppliers and support services provider.

EDUCATION AND EXPERIENCE

- Bachelor of Commerce, Business Administration, or related undergraduate Degree or its equivalent from a recognized university.
- At least 5 years working experience in financial and admin in an INGO or a large organization.
- Extensive experience and understanding of accounting for donors, knowledge of GAC's rules, regulation and procedures preferred.
- Strong budgeting and forecasting experience.
- Sound judgment, precision and diligence in risk mitigation.
- Practical experience in consortia-led grants.
- Demonstrated experience in fraud prevention, internal controls, or audit is a strong asset.
- Experience with ERP systems (e.g., Sage Intacct) is highly desirable.

CONDITIONS OF EMPLOYMENT

- Duty Station: Nairobi, Kenya.
- Fixed-term contract until December 31st, 2026.





- Work schedule: 40 hours per week, with a flexible schedule and the possibility of remote work.
- Compensation: annual salary based on our salary scale and depending on experience and qualifications.
- Benefits: Group insurance and pension scheme.
- Starting date: As soon as possible.

HOW TO APPLY

- Interested and qualified candidates should follow the instructions below:
- Send their resume and a cover letter, both in English, by email only, to HR-RH.international@missioninclusion.ca and name their documents as follows: " Full name_Resume" and "Full name_Cover Letter".
- Please, include "**Finance and Admin Officer**" in the subject line of the email.
- The application deadline is **May 18th, 2026, at 11:59 p.m.**, local time in Kenya.
- Please refer to Johanne Bourbonnais (jbourbonnais@missioninclusion.ca) if you have any questions.

ONLY THOSE SELECTED FOR AN INTERVIEW WILL BE CONTACTED.

Human Resources Department/Mission inclusion

Website: <https://missioninclusion.ca/>

Email: HR-RH.international@missioninclusion.ca

Mission Inclusion is an inclusive workplace that embraces accessibility, diversity, and equality. At any time during the recruitment process, as long as it meets the requirements of the position, a candidate may request accommodation. Mission Inclusion has a non-discriminatory approach to recruitment and promotes a diverse workforce.

