



International Institute  
For Legislative Affairs

---

**JOB OPPORTUNITY**

---

**JOB TITLE:** FINANCE AND ADMINISTRATION OFFICER  
**DEPARTMENT:** FINANCE AND ADMINISTRATION  
**REPORTS TO:** Chief Executive Officer (CEO)

**ABOUT IILA**

The International Institute for Legislative Affairs (IILA) is a not-for-profit organization that works closely with Policy making institutions, Government Departments, Members of Parliament and other stakeholders in the legislative process to draft and advocate for pro-people policies and legislation.

**POSITION SUMMARY**

Reporting to the Chief Executive Officer (CEO), the Finance and Admin Officer (F&AO) will be responsible for the performance of a variety of duties categorized as either financial or administrative support. He/ she will take full responsibility for strategic financial management function of IILA; including and not limited to budgeting, financial resources mobilization, maintenance of accurate accounting records, reporting both internally and externally in a timely manner. The candidate will also manage administrative functions of the organization so as to ensure that its operations run smoothly.

**FUNCTIONS OF THE FINANCE AND ADMIN PROGRAMMEE**

The Finance and admin function of IILA covers Finance & Accounting, Administration and Human resource. Some of the specific functions entail:

- Progressive development and implementation of IILA policy on Finance, Admin and HR
- Co-ordination of financial planning, budget preparation, execution and implementation
- Accounting services; including processing of payments, control of usage of funds, maintenance on bank reconciliation records and management of petty cash.
- Monitoring the use of funds as well as financial reporting
- Administration of Human resource matters- including recruitment, induction, placement, promotion, discipline, retirement, administration of payroll, management of personnel records in liaison with relevant government authorities.
- Admin duties- including front desk, management of office supplies and co-ordination of clerical duties

**ROLES AND RESPONSIBILITIES OF THE POSITION**

- ✓ Advise CEO and officers on all budget and finance matters;
- ✓ Liaise with programme officers in preparation of annual, periodic and project workplans and budgets;
- ✓ Ensure timely and accurate financial reporting as per the terms of IILA's contractual agreements with donors;
- ✓ Set up and administer accounting and administrative systems, processes and procedures as required by the organization, donors and as per statutory requirements.
- ✓ Establish systems and procedures for the efficient management of the organization and

its records.

- ✓ Ensure maintenance of accurate and complete accounting records
- ✓ Ensure continuous management of cash flows
- ✓ Institute and enforce controls over ILA's assets and financial resources,
- ✓ Ensure preparation of timely and accurate financial reports as per management, donor and statutory requirements
- ✓ Coordination of internal and external audit processes
- ✓ Provide financial guidance in fundraising; including but not limited to constant donor liaison, timely extraction of fundraising budgets, attending meetings with donors, participate in funding negotiations and reporting meetings.
- ✓ Ensure maintenance of a comprehensive fixed asset register and that all assets are accounted for and safeguarded from losses arising from fraud, waste, extravagance, inefficient administration, poor value for money purchases, etc.
- ✓ Set up of reliable financial and procurement policies and guidelines and ensuring efficient and effective implementation of the same
- ✓ Providing support to programs; financial or otherwise from time to time Such other related responsibilities that may come up and/ or may be assigned by the Chief Executive Officer from time to time

#### **QUALIFICATIONS AND EXPERIENCE REQUIRED**

- Minimum Bachelor of Commerce degree, with a major in Accounts/Finance
- CPA (K)
- At least 5 years' experience with at least three years working within an NGO/CSO setup,
- Training in project management
- Active member of ICPAK

#### **COMPETENCIES**

Proven track record in general strategic financial planning including, but not limited to:

- Systems development and implementation
- Costing and cost control
- Budgeting and budgetary control and brand profitability management
- Financial reporting
- Cash management
- Taxation expertise
- Decision making skills and problem solving
- Relationship building and maintenance
- Staff management skills including discipline and training
- Communication and interpersonal skills
- IT skills
- Team work
- Ethics and integrity

#### **REMUNERATION**

Remuneration will be according to ILA salary scale and policies.

#### **APPLICATION PROCESS**

Interested candidates who satisfy the above requirements should **immediately** forward their application and cover letter and CV to the CEO, International Institute for Legislative Affairs at [ewanyonyi@ilakenya.org](mailto:ewanyonyi@ilakenya.org). **Applications will be considered on a rolling basis**