

## CAREER OPPORTUNITY

Kenya Hospices and Palliative Care Association (KEHPCA) is a non-governmental organization that exists to promote access to quality palliative care for all in need across the country. It has over 16 years of dedicated advocacy for palliative care and is a powerful voice for persons living with palliative care needs. Palliative care is a human right, and every Kenyan in need should have access to it in line with the Kenyan Constitution, patients' rights charter, Sustainable Development Goals, and the Universal Health Coverage (UHC) guidelines.

KEHPCA seeks to recruit a suitable candidate for the following position:

### Position: Finance Officer

KEHPCA is looking for a Finance Officer who is detail-oriented, organized, and proactive to join our great team. The candidate should demonstrate Leadership qualities, teamwork, flexibility and ability to adhere to timelines. The successful candidate will be responsible for implementing accounting procedures and finance functions, ensuring the smooth operation of financial systems, maintaining the integrity of accounts, and providing reliable financial reports to various stakeholders. The will directly report to the Admin/ Finance manager.

### Required Qualifications, Education, and Aptitude:

1. **Education:** A Degree in Commerce, Business, Financial Accounting from a recognized institution and /or Certified Public Accountants (CPA (K) III - Advanced level
2. **Experience:** Minimum of 5 years of experience in a similar role, with relevant experience in managing NGO funded projects
3. **Technical Skills:** Proficiency in Microsoft Office products (particularly Excel) and Accounting software (particularly QuickBooks)

### Key Responsibilities:

- Accounting Functions: Implement accounting procedures and ensure the smooth functioning of financial systems.
- Financial Integrity: Maintain the integrity of accounts, ensuring they align with organizational policies and standards.
- Financial Reporting: Prepare accurate and timely financial reports for the management, KEHPCA Board, funding partners and other stakeholders.
- Budgeting & Forecasting: Support in the preparation and management of budgets, ensuring proper allocation and monitoring of resources.
- Grant Management: Oversee the financial management of donor-funded projects, ensuring compliance with donor agreements and financial requirements.
- Cash Flow Management: Monitor cash flows, ensuring the organization maintains sufficient liquidity for operations.

- **Audit and Compliance:** Assist in the preparation for audits and ensure compliance with Kenyan tax regulations and funding partners requirements.
- **Book keeping:** Identifying and recording KEHPCA financial transactions
- **Stakeholder Communication:** Respond promptly to financial queries from staff, donors, and other partners, providing clear and reliable information.

### How to Apply:

Interested candidates should forward their Curriculum Vitae (CV) and application letter together with the necessary certified certificates, stating the expected remuneration. The CV should include telephone contact(s), e-mail, and postal addresses of three referees.

Send your application to [info@kehPCA.org](mailto:info@kehPCA.org) with the subject: **KEHPCA Finance Officer Position**.

Closing Date: **18<sup>th</sup> April 2025**

Only shortlisted candidates will be contacted.

KEHPCA is an equal opportunity employer. Join KEHPCA and contribute to making a significant impact on the lives of individuals and families affected by life threatening illnesses across Kenya.