



Position Title	Finance Officer (Maternity Cover)
Job Grade	C - Upper
Salary	USD 2300 plus benefits
Department	Finance, Grants & Operations
Reporting to	Financial Accountant
Duration	5 Months contract
Position Location	Nairobi, Kenya
Availability	Immediate

Organisation Overview

The African Academy of Sciences (AAS) is a non-aligned, non-political, not-for-profit, Pan African organisation headquartered in Nairobi, Kenya, whose vision is to see transformed lives on the African continent through science, technology and innovations.

Position Summary

We are seeking a competent and proactive Finance Officer who will be responsible for ensuring financial accuracy, statutory compliance, timely reporting, and the implementation of robust financial controls. The Finance Officer will report to the Financial Accountant. This role is suited to a detail-oriented professional who thrives in a fast-paced, mission-driven environment and is offered on a fixed-term basis of Five (5) months.

Key Responsibilities

1. Reporting and Grants Management

- Prepare financial reports, for review by the Head of Finance & Program Leads, to donors in line with donor requirements and templates.
- Experience in managing government and bilateral donor-funded grants such as the European Union and the Bill & Melinda Gates Foundation will be an added advantage.
- Coordinate with other staff to compile donor reports and take subsequent corrective actions.
- Monitor program advances issued and follow up with staff and grantees to ensure timely accountabilities.
- Help ensure compliance with donor rules, finance policies and local government regulations.
- Preparation of various supporting schedules to the financial statements to facilitate annual audit and assist in the fieldwork process.
- Assist Head of Finance in responding to audit requests from donors, developing financial management tools, and managing close-out processes.
- Ensure clear audit trail of processed transactions and their linkage to the accounting system.
- Ensure internal controls are maintained.
- Assist program leads in Budgeting and Budget monitoring/budget realignment and with preparation of proposal budgets.
- Prepare monthly Budget vs. Actual Reports on the projects for review by Project Leads.

2. Financial Management

- Review payment vouchers ensuring adequacy and accuracy of supporting documentation.
- Validate and approve purchase requests and co-sign for payments.

- Review all financial commitments and payments requests to ensure compliance with internal Policies and procedures.
- Prepare adjusting journals for monthly accruals for approval and posting to MS Navision system.
- Preparations of annual accruals and making journals where necessary.
- Reconciliation of balance sheet control accounts on monthly basis and at the year end
- Perform monthly bank reconciliations on or before the stipulated deadline.
- Reviewing and monitoring bank balances as well as projecting cash flow needs and requesting bank account refills from Head of Finance & Grants.
- Carry out project related financial planning to ensure well utilization of funds.

3. Petty Cash Management

- Maintain custody of the safe, petty cash and cheque books and ensure approved requisitions for staff travel and purchase office supplies are disbursed in time.
- Review petty cash reimbursement requests and documentation from staff
- Ensure that the Petty cash ledger is timely updated with all approved transactions
- Check the Safe & Cashbook at the end of the month and ensure that the balance matches with the Cash Books
- Responsible for monthly Cash Counts.

The above job description is not exhaustive but outlines the key expectations of the role and may include additional duties aligned with the Finance function.

Qualifications & Experience

- Master's degree in business, Accounting, Finance, Management, Auditing, or its equivalent;
- Must be a CPA/ACCA holder and accredited member in good standing.
- At least 5 years' experience in grants management, budgeting, financial analysis, and reporting, preferably in an NGO context.
- Knowledge of various accounting software such as MS Navision Dynamics, Serenic Navigator or an added advantage.
- Excellent written and verbal communications in English. Knowledge of French is desirable
- Strong analytical, problem-solving, critical thinking, presentation, planning and organizational skills.
- Ability to perform detailed work, frequently of a confidential nature and/or to handle a large volume of work systematically, optimally and accurately.

Key Competencies & Skills

- Communication: Speaks and writes clearly and concisely.
- Teamwork: Works collaboratively in a team environment to achieve set goals
- Strong technical accounting skills with proficiency in bookkeeping and financial reporting adhering to IFRS and good standing with ICPAK
- Solid understanding of tax laws, and statutory reporting requirements.
- Experience with multi-donor budget management and foreign currency transactions.
- Should possess a valid passport and be able to travel as maybe required by the role.
- Commitment to inclusion, professionalism, and the mission and values of AAS.



Application details;

Interested candidates are encouraged to [Finance Officer Advert – Fill out form](#), and submit their updated CV to:

The Executive Director, African Academy of Sciences, on recruitment@aasciences.africa with the subject '*Finance Officer*' by **25th May 2026 17:00 hours EAT**.

Due to high volumes of applications anticipated, only shortlisted candidates will be contacted.

Website: www.aasciences.africa