

African Council of Religious Leaders



Religions for Peace

Job Title	Finance Officer - Accounts
Responsible to	Deputy SG, Finance & Admin
Location	Nairobi, Kenya
Starting Date	TBA

1.0 Introduction:

The African Council of Religious Leaders – *Religions for Peace* (ACRL–RfP) is the largest and most representative multi-religious platform in Africa. ACRL-RfP's mission is to mobilize African religious communities and their leaders to build peaceful, just and harmonious societies for common action. The Council's objectives include transforming conflicts and advancing sustainable development; promoting peaceful co-existence and respect of religious diversity; facilitating and promoting mediation and conflict resolution within and outside faith communities; facilitating cooperation among African National Inter-Religious Councils (NIRCs) and the Sub-Regional Inter-Religious Coordinating Bodies (SIRCBs), Women of Faith and Religious Youth Networks in responding to pan-African challenges. ACRL–RfP takes action within African states in times of emergency or crisis, and advocating for, and promoting human rights, justice and the rule of law.

2.0 Job Purpose:

The Finance Officer – Accounts will be responsible for all compliance functions, including internal audit function and financial reporting. He/she will ensure compliance with donor regulations as well as ACRL-RfP's internal policies and procedures. In his/her role the Finance Officer - Accounts will support the Management and Program Department, to enhance compliance in its totality.

3.0 Key tasks:

- a) To ensure projects and activities adhere to the ACRL-R/P constitution, governance and operational manuals, Laws of Kenya and GAAP.
- b) Review systems for financial operations in accordance with the ACRL-R/P Finance Manual and donor regulations; including systems for consolidation of accounting information, internal controls, financial reporting, financial record-keeping, grant management to achieve compliance.
- c) Under directions of the Deputy SG, Finance & Admin, prepare financial reports to donors and other stakeholders in fulfilment of compliance requirements.
- d) Under directions of Deputy SG, Finance & Admin, prepare for project and institutional audits and organizational capacity assessments for internal and external use.
- e) Prepare monthly/quarterly/ periodic reports to donors in line with donor requirements and templates, including general ledger files, account reconciliations, as well as other financial information in a timely and accurate manner.
- f) Providing advise/solutions to statutory matters including filing tax returns for the organization, providing support to staff with regard to tax matters, providing advice and guidance in all tax related matters.
- g) To prepare organizational financial risk assessment reports that identify potential compliance risks for use by management.
- h) Assist the Deputy SG, Finance & Admin, in developing annual fiscal year budgets.
- i) Review reports and financial documentation from projects and activities to ensure compliance with operational manuals and donor requirements and work with project and program staff to ensure any compliance gaps are rectified
- j) Prepare draft accounts for statutory audits and prepare for the same.

4.0 Education, Professional Qualifications & Experience:

- a) Holder of a bachelor's degree with a minimum grade of B in KCSE.
- b) Professional qualifications in Accounting CPA(K) or section V.
- c) At least 2-3 years of related financial/audit experience.
- d) Demonstrated experience and skills with financial reporting preparation and presentation and the proven ability to translate technical financial data into informative reports.
- e) Computer competency requiring word-processing, spreadsheet and database software.

- f) Excellent command of spoken and written English language.
- g) Outstanding organizational and time management skills.
- h) Knowledge of office management systems and procedures.
- i) Ability to work in a fast-paced, deadline driven, high-performance environment, and maintain flexible hours to support deadlines.
- j) Highly organized and keen to detail.

5.0 Personal Competences:

- a) Discretion, confidentiality and trustworthiness as the position will often be party to confidential information.
- b) Good oral and written communication skills.
- c) Organizational skills and the ability to multitask.
- d) The ability to be proactive and take the initiative.
- e) Tact and diplomacy.

6.0 Information for Application

- a) Applications should include a full curriculum vitae (including comprehensive details of key achievements and responsibilities, copies of academic certificates, a list of references and their contacts, current/expected salary along with a covering letter addressing the job description and person specification and indicating motivation for the role.
- b) This is a full-time position based in Nairobi and the salary is competitive and commensurate with the responsibility of the appointment.
- c) Candidates must have the right to work in Kenya. This requirement will apply to all applicants irrespective of their nationality.
- d) Application and relevant documents be sent to secretariat@acrl-rfp.org
- e) Application **deadline is 20th September, 2025.**
- f) Only short-listed candidates will be contacted.