



"...cities where the poor live in dignity, meeting basic needs at scale"

FINANCE ASSISTANT JOB DESCRIPTION

Organization	SDI Kenya
Job Title	Finance Assistant
Reporting & Supervision To	Finance Manager
Date issued	25/03/2026
Application deadline	7/04/2026, 5:00 PM EAT
Location	Nairobi, Kenya (on-site)

About SDI Kenya

SDI Kenya is a non-profit organization that exists to shift power so that urban poor communities can plan, negotiate, and drive their own development with dignity. Our work is participatory, incremental, and data-driven, centered on community contributions and leadership. SDI Kenya shares Muungano wa Wanavijiji's vision of creating inclusive cities, where low-income communities have access to adequate housing and services, enabling them to live with dignity.

In line with this mandate, SDI Kenya and Muungano wa Wanavijiji continue to advance community-led initiatives that strengthen inclusive urban development and sustainable change. SDI Kenya currently seeks a Finance Assistant to support the achievement of the organization's and department's financial objectives.

Objective of the position

- Provide financial support to ensure accurate and timely financial reporting, including ad hoc and annual reports.
- Maintain complete, accurate, and up-to-date financial records and supporting documentation.
- Ensure monthly bank reconciliations are prepared, and management books accurately reflect bank transactions.
- Support donor reporting and compliance with donor, statutory, and organizational requirements.
- Strengthen internal controls, audit trail completeness, and overall audit readiness.

House-Number Four, Spanish Villas Estate, Lenana Road, Kilimani Neighborhood,
P.O. Box 8000-00100 Nairobi-Kenya,
Tel: 020-7840031, Nairobi, Email: info@sdikenya.org

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SCOPE OF WORK

Financial Management

- Process payments, including community payments, staff salaries, and supplier/vendor invoices, strictly against complete, approved, and properly supported documentation.
- Reconcile bank statements and ensure accurate, timely, and complete bookkeeping.
- Assist in preparing budgets for projects and grant proposals.
- Support the preparation of donor budgets and reports for review.
- Maintain payment registers and support preparation of monthly control reports.

Financial Reporting

- Support the preparation of annual, periodic, and ad hoc financial statements and reports.
- Maintain accurate, complete, and up-to-date accounting records and financial reports.
- Assist the Finance Manager in preparing management and donor financial reports.
- Support the review, clean-up, and posting of unposted or incomplete transactions to improve record accuracy and reporting reliability.

Donor Fund Management

- Prepare donor financial reports in line with donor guidelines and timelines, as requested.
- Track grant disbursements and expenditures to ensure compliance with donor requirements and approved budgets.

Expense Monitoring

- Assist in implementing cost control measures to optimize resource utilization.
- Monitor project expenditures to ensure alignment with approved budgets, workplans, and donor requirements.
- Flag budget variances, unusual expenditures, or unsupported costs for review.

Compliance and Audit Support

- Assist in maintaining compliance with local tax laws, statutory obligations, donor rules, and internal financial regulations.

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- Prepare and organize documentation for internal and external audits, ensuring complete audit trails for all transactions.
- Support monthly bank reconciliations, advances tracking, and other control reports.
- Flag irregular, unsupported, or suspicious transactions to the Finance Manager promptly.

Support Administrative Tasks

- Maintain an orderly, secure, and up-to-date filing system for financial documents, both physical and electronic, and ensure easy retrieval for audit and management review.
- Provide support during financial meetings, donor reviews, and audit engagements.

Any other duties as may be assigned by the supervisor.

QUALIFICATIONS & EXPERIENCE

- Bachelor's degree in Accounting, Finance, Commerce, or a related field.
- CPA(K), ACCA, CIMA, or equivalent professional qualification is an added advantage.
- Minimum of 3 years' relevant experience in finance and accounting, preferably within an NGO, donor-funded, or project-based environment.
- Demonstrated experience in bank reconciliations, bookkeeping, transaction processing, and financial reporting.
- Proven experience in supporting audit preparation, maintaining complete financial documentation, and ensuring strong audit trails.
- Good understanding of donor financial rules, Kenyan tax requirements, and other statutory compliance obligations.
- Proficiency in accounting systems such as Sage, QuickBooks, Xero, SUN, or similar financial software.
- Strong attention to detail, accuracy, and ability to manage financial records in a structured and timely manner.
- High level of integrity, accountability, and ability to handle confidential financial information.
- Strong communication and teamwork skills.
- Availability to start immediately upon appointment.

Remuneration

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The remuneration package will be negotiated based on the candidate's qualifications, relevant experience, and performance.

Application Instructions

Interested candidates should submit the following:

- A one-page cover letter indicating availability and salary expectation.
- A CV (maximum 3 pages).
- Three professional references.
- Only successful candidates will be contacted.
- All applications should be sent to hr@sdikenya.org and cc admin@sdikenya.org with the subject: **Finance Assistant Application**.