



*Supporting conservation through sustainable community development in the Maasai Mara.*  
P.O. Box 63794 Muthaiga 00619 Kenya

The Maa Trust ([www.themaatrust.org](http://www.themaatrust.org)) is a non-profit community trust in the Maasai Mara undertaking sustainable community development projects in partnership with wildlife conservancies. We are seeking a highly skilled and experienced professional to join our team as **Finance Assistant** to be based in the Maasai Mara.

**Scope of work:**

The Finance Assistant will play a vital role in ensuring smooth financial operations at the Trust. This position offers an exciting opportunity to contribute to meaningful projects and initiatives aimed at creating positive social impact.

**Primary Responsibilities:**

- Assist in payment processing; working closely with the accountant in the preparation of payment vouchers
- Payment supporting evidence; working closely with the accountant and procurement department to ensure all payments have the required supporting evidence including invoices, purchase orders, delivery notes, and contracts
- Assist in monthly suppliers and customer reconciliations to ensure up-to-date payables and receivables balances
- Assist in weekly and monthly cash and bank reconciliations
- Assist in the daily posting of payment vouchers and invoices in the QuickBooks accounting system
- Assist in the preparation of monthly and quarterly donors and management reports
- Assist in the preparation and filing of statutory deductions such as NSSF, NHIF, and PAYE
- Assist in compiling and remitting VAT and withholding taxes
- Assist and support the senior team during interim and final financial audits
- Assist in the preparation and issuing of invoices and receipts
- Filing; maintain up-to-date physical and electronic files that support all Trust's financial transactions
- Working closely with the accountant and CFO, assist in the preparation of monthly and annual budgets/forecasts
- Assist in the preparation and updating of the asset register
- Assist weekly and monthly stock takes
- Assist the accountant in compiling weekly and monthly vehicle mileage reports

**Qualifications:**

- Bachelor's degree in accountancy or finance
- Minimum of two years' experience in a similar role
- Minimum of CPA part 2 qualification or equivalent
- Proficiency in accounting softwares such as QuickBooks and Microsoft Office (Word, Excel, PowerPoint)
- Excellent organizational skills with the ability to prioritize tasks and meet multiple deadlines effectively
- Strong attention to detail and accuracy in document preparation and record-keeping
- Excellent communication and interpersonal skills, with the ability to interact professionally with internal and external stakeholders.
- Ability to maintain confidentiality and handle sensitive information with discretion.
- Proactive mindset with the ability to work independently as well as part of a team.
- Commitment to the mission and values of The Maa Trust, with a passion for conservation and community empowerment.

**Application Process:**

To apply, send your CV and cover letter to [recruitment@themaatrust.org](mailto:recruitment@themaatrust.org) by 25<sup>th</sup> March 2024. The title of the email should be the job title being applied for. Please include a minimum of three references and the cover letter should include your salary expectation. Unfortunately, only shortlisted candidates will be contacted.