



JOB OPPORTUNITY

Finance Assistant

The Eastern Africa Farmers Federation (EAFF) is looking to recruit a dynamic and motivated candidate to fill the position of Finance Assistant, providing day-to-day financial and accounting support to the Finance department.

LEVEL	CPA Section IV
FIELD(S)	Finance and Accounting
EXPERIENCE	Preference will be given to those with experience in NGOs
LOCATION	Based in Nairobi
CONTRACT & START	3-year renewable employment contract, with possibility of extension. Desired start: as soon as possible.

Duties and Responsibilities

- Maintain accurate records ensuring all income and expenditure are properly authorized and supported
- Prepare bank reconciliations
- Process and record all payments
- Prepare monthly management accounts
- Enforce compliance with organization internal controls
- Assist in preparing information and documentation required for statutory payments and financial compliance
- Record all approved financial transactions into the accounting system
- Perform other finance and accounting duties assigned by the Finance Manager in support of effective financial management

Requisite Knowledge, Skills and Abilities

- Minimum CPA Section IV
- 3 years' finance-related work experience
- Experience in the practical use of ERP systems will be an added advantage

HOW TO APPLY

Send your application letter and CV to hr@eaffu.org by **28th September 2026**.

Applications will be reviewed and interviews conducted on a rolling basis to identify appropriate candidates as soon as possible.