

Finance and Administration Officer Vacancy – COECSA

**JOIN OUR TEAM...**

## **THE ORGANIZATION**

The College of Ophthalmology Eastern, Central and Southern Africa (COECSA) is a regional organisation dedicated to delivering high-quality eye health education and training across the Eastern, Central and Southern Africa (ECSA) region. Our core mission is to develop human resources in eye health through comprehensive and robust training in ophthalmology. We are responsible for setting standards for professional ophthalmic practice, facilitating continuous professional development, contributing to health policy formulation, and promoting research that advances ophthalmology within the region.

We are seeking an energetic, enthusiastic, and self-motivated individual with a strong interest in the health sector to join our team of professionals. The successful candidate will support the growth of our institution by taking on the role of Finance and Administration Officer at our Secretariat. The ideal candidate should be dynamic, a team player, and capable of fostering peer learning on essential organisational matters. Staying informed of sector developments and best practices is essential for this role.

## **THE ROLE: FINANCE AND ADMINISTRATION OFFICER**

Reporting directly to the Chief Executive Officer, the Finance and Administration Officer will be responsible for a broad range of tasks including Financial Reporting, Finance and grants management, Procurement, Administration and human resource duties. The person oversees the Finance & Projects Assistant role within the organization.

### **Duties and Responsibilities**

- Prepare financial reports for various donors, ensuring compliance with donor requirements and grant agreements.
- Prepare and analyse monthly, quarterly, and annual 'budget vs actual' expenditure reports for review by the programme team and CEO.
- Support the development and implementation of financial policies and procedures, including establishing and maintaining appropriate accounting practices, systems, and internal controls.
- Maintain accurate books of account, ensuring all financial transactions adhere to organisational policies and internal controls at all times.
- Process payments to vendors, consultants, and beneficiaries, ensuring all payments are properly supported, eligible, and charged to the correct projects and budgets.

*Eye health for all in Eastern, Central and Southern Africa*

- Maintaining an accurate membership database and ensuring promptly billing to members
- Implement effective treasury management practices to optimise cash flow, liquidity, and investment returns. Regularly monitor cash balances, forecast future funding needs, and manage surplus funds in accordance with organisational policies and risk appetite.
- Ensure robust controls over bank accounts and financial instruments, including timely reconciliations, safeguarding assets, and minimising exposure to financial risks such as fraud and currency fluctuations.
- Coordinate external and project audits, respond to audit queries, and support the implementation of audit recommendations.
- Support programme monitoring and evaluation activities, including budget variance analysis, periodic review and planning meetings, and budget revisions.
- Ensure all procurement activities align with both organisational and donor policies, ensuring responsible use of resources.
- Manage human resource activities including payroll processing and timely renewal of staff medical insurance.
- Ensure proper maintenance of filing of all financial documents and records (electronic & hard copies)

## Requirements

- Degree in Finance, Accounting or a related field.
- Minimum of CPA Part III.
- At least three years' experience in accounting, grants management, and financial reporting.
- Solid understanding of budgeting and financial management procedures.
- Proficient in MS Office suite and QuickBooks.
- Excellent interpersonal skills, with a demonstrated ability to work effectively in a multicultural team.
- Ability to organise and manage multiple priorities, work under pressure, and meet deadlines.
- Strong initiative, with the ability to identify opportunities and take appropriate action independently.
- Willingness to travel.

## Location

Secretariat in Nairobi

## Contract Duration

This is a one-year contract, renewable based on performance and availability of funding. The position offers a competitive remuneration package.

## Application Process

Candidates who meet the requirements and have relevant experience are invited to submit their application. Applications should include a cover letter stating salary expectations, an up-to-date CV, three professional references, and details of your availability. Please address your application to the Chief Executive Officer and send it by email to [finance@coecsa.org](mailto:finance@coecsa.org) no later than 13<sup>th</sup> April 2026. COECSA is an equal opportunity employer.

The organisation fosters a multicultural work environment that values gender equality, equity, teamwork, and respect for diversity.

Only shortlisted candidates will be contacted.