

Finance & Administration Assistant - Turkana Region

DanChurchAid (DCA) seeks highly talented and dynamic individuals for the position of Finance and Administration Assistant. The position holder will be based in Kakuma/Lodwar, Turkana Region, will report to the Area Finance Officer based in Lodwar, and will be expected to travel to Lodwar for collaboration with the Area Finance Officer. The Finance & Administration Assistant will provide financial and administration services support to the Turkana region. **(locals are highly encouraged to apply)**

The main responsibilities of the Finance & Administration Assistant are:

- Maintain and update cashbook on daily basis and have up-to-date petty cash balance
- Check all payment requests before payment is made and ensure proper coding and budget availability
- Timely booking of all monthly payments into Maconomy
- Ensure that the DCA financial manual procedures and guidelines are followed at the field office
- Assist in managing and reconciling bank/cash and other balance sheet accounts as well as booking transactions in Maconomy.
- Prepare and send monthly cash forecast to Nairobi office
- Maintain inventory of office supplies and manage re-ordering processes
- Work closely with the Procurement and Logistics (ProLog) unit to ensure the adherence to ProLog procedures and compliance when it comes to procurement of project supplies
- Support the Area Manager in maintaining internal controls and compliance in Finance and Administration
- Support programme staff on interpretation of project budgets and monthly programme financial reports
- Facilitate logistical arrangements for DCA staff, consultants field visits & donor visits together with implementing partners
- Support the project teams in BVA Analysis and budget tracking from time to time and developing corrective measures on spent
- Support the project team with Activity costing during project design and planning
- Support Human Resources unit to keep track of all incentive staff Leave as well as filing of the leaves at Turkana Region level

Professional Qualifications:

- Relevant Degree in Finance/Accounting or related field from a recognized university and/or (minimum) accounting qualification – CPA II
- Minimum of two years' experience in accounting/finance, preferably with INGO experience.
- Adequate working experience with any ERP system (QuickBooks/SAGE/Other).
- Excellent computer skills (MS Office; specifically, MS Excel, Word and Outlook. Familiarity with using TEAMS, Zoom or other software for remote engagement an advantage)
- Knowledge of and interest in the humanitarian and development context in Kenya.
- Good interpersonal skills and a proven team player. Self-driven and results orientated in a challenging working environment.
- Excellence in English, oral and written.

The position is for twelve (12) months (renewable subject to satisfactory performance and availability of funds), with a three-month probation period. DCA offers a competitive salary package (salary, insurance, and benefits) in accordance to experience and DCA Kenya HR Manual.

About Us:

About DCA: DanChurchAid (DCA) is working in Turkana, West Pokot, Baringo, Elgeyo Marakwet, Nyandarua, Nakuru and Nairobi counties with refugees and local communities to enhance peace, livelihoods and resilience. DCA implements projects directly as well as through local partner organizations. For more information on DCA, please visit www.danchurchaid.org

How to Apply

Apply online through: <https://dca.career.emply.com/en/national-positions>

The deadline for applications is at **COB on 4th January 2026**

Any published closing dates are estimated. We aim to fill this vacancy as quickly as possible. This means that we will close adverts as soon as we have found the right candidate, and this may be before the published closing date. We would therefore advise interested applicants to apply as early as possible.

Only short-listed candidates will be contacted.

DCA is an equal opportunity employer, and all interested and qualified candidates are encouraged to apply regardless of race, gender, marital status and religious, political or ethnic affiliation.

DCA conducts a thorough anti-terror check as part of the recruitment process. It is a prerequisite that you can pass this check and maintain this status throughout your employment period. Everyone applying for a job with DCA must be ready to comply with our Code of Conduct, Staff Policy on Prevention of Sexual Exploitation, Abuse and Harassment and our Child Safeguarding Policy.