

Payments & Compliance Officer – Nairobi

DanChurchAid (DCA) seeks a highly competent, analytical, and detail-oriented individual for the position of Payments & Compliance Officer. The position is based in Nairobi and reports to the Head of Finance & Support Services (HoFSS). The Payments & Compliance Officer supports the efficient and effective financial management of the DCA Kenya Country Office by strengthening compliance systems, ensuring quality financial transactions, and supporting staff, internal stakeholders, and partners on compliance with donor rules, DCA policies, and Government of Kenya regulations.

The main responsibilities of the Payments & Compliance Officer are:

1. Payments & Financial Processing

- Review, verify, and process daily financial transactions and payment vouchers including invoices, contracts, and travel expense settlements, ensuring accuracy, completeness, and proper documentation.
- Process timely and accurate payments for vendors, consultants, contractors, and staff.
- Review expenditure postings and ensure correct budget coding in Maconomy.
- Coordinate monthly and annual financial closing and ensure timely submission of financial reports.
- Facilitate fund requests from HQ and manage fund flow for office running costs.

2. Statutory & Regulatory Compliance

- Process payroll in compliance with the HR manual and the Income Tax Act.
- Ensure accurate filing and remittance of all statutory deductions within set deadlines.
- Provide tax deduction information to vendors, consultants, and staff.
- Conduct financial compliance spot checks, internal reviews, and field visits.

3. Internal Controls & Compliance Monitoring

- Review and recommend improvements to internal controls and financial procedures.
- Support preparation and maintenance of organized financial documentation for audits.
- Follow up on audit recommendations to ensure timely implementation.

4. Capacity Building & Staff Engagement

- Conduct quarterly compliance training for staff and internal stakeholders.
- Provide capacity building and compliance guidance to implementing partners.
- Support the finance and programme teams with budgeting and documentation quality.
- Keep staff updated on policy and regulatory changes.

Professional Qualifications:

- Relevant Degree in Finance/Accounting or related field from a recognized university and/or (minimum) accounting qualification – CPA II
- Minimum of five years' experience in accounting/finance, preferably with INGO experience.
- Adequate working experience with any ERP system (Maconomy, 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 2 years (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: **COB 23rd February 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.