LEADERSHIP OFFICE STAFF

Office Finance & Accounts Lead

Norisha Foundation | We are certified | Office finance and accountability

Work arrangement: Hybrid; controlled document handling at assigned office

Reporting: Relevant office administration lead and assigned Coordinator; Founder authority where applicable

Applicable office(s): Founder home office, National Coordinator office, Regional Coordinator office

Funding and activation conditions

Enrolment records interest only. Progression, activation, placement and starting work depend on confirmed funding, approved staffing budgets, strategic priorities, resource planning and deployment readiness. Dates are planning targets, not guaranteed employment.

Purpose and scope

Maintain complete, reviewable financial records for the assigned leadership-office activities.

Responsibilities

1. Lead planning, quality checks, safe methods and documented review of the assistant’s work; obtain approvals before release.

2. Prepare budgets, payment-support packs, reconciliations and expense reports from authorised source documents.

3. Track commitments separately from paid expenditure; identify missing approvals or supporting records.

4. Maintain role separation between request, authorisation, payment and reconciliation.

5. Reconcile office assets, project allocations and grant restrictions with the relevant authorised records.

6. Escalate discrepancies and prepare auditable handovers; this role does not independently authorise payments or change banking mandates.

Office Finance & Accounts Lead

Qualifications, evidence and application

Required qualifications and experience

Master’s degree in accounting, finance, commerce, financial management or a closely related field. A verifiable portfolio and practical competence in the advertised work are essential. CPA(K) or an equivalent full professional accounting qualification is required. Minimum 10 years of relevant, progressively responsible experience, supported by verifiable work and references.

Portfolio and evidence

Provide a redacted reconciliation, budget-to-actual report and audit-support example. Leads must hold CPA(K) or an equivalent full professional accounting qualification. Assistants require relevant accounting professional training.

Selection assessment

Reconcile a synthetic ledger and support pack, identify an unsupported transaction and prepare a concise exception report.

Expected delivery

Reconciled accounts, complete supporting documentation, clear commitments and timely management reporting.

Enrol first and submit the full application

Enrol at www.norisha.org/registration/careers and save your reference. Send a cover letter, CV, relevant academic/professional certificates, permitted portfolio links and two referees with permission to mark@norisha.org. Subject: NORISHA LEADERSHIP OFFICE | reference | office | role | preferred location. Prefer PDF attachments below 10 MB total. Do not submit passwords, ID/passport copies, KRA PINs, SHA, bank or medical information at this stage. No recruitment fee.

Rolling review and final selection

Closing: 30 November 2026, 23:59 EAT. Missing information receives correction guidance; an unsuccessful decision includes specific reasons. Suitable applications stay in a confidential consideration pool without an early passed message. Final comparison takes place after closing; up to ten suitable candidates per role family may be retained if enough qualify. Other work requires a defined role, candidate agreement and separate written terms.

Appointment, authenticity and privacy

Target: each applicant receives an outcome or outstanding-check status by the morning of 1 December 2026. Cleared appointees receive their role, duty station, reporting contact and written start instructions before deployment. Planned start: 1 December 2026 for cleared appointees with written offers. Salary in KES, contract, duty station, equipment and remote-work terms are agreed in writing. Only genuine, verifiable credentials are accepted. Authorised reviewers handle application data; unsuccessful records are reviewed for deletion six months after closing unless retention is required. Contact mark@norisha.org for correction or assistance. Initial enrolment is not appointment.