

## **Position: Finance and Administration Officer**

**Reporting to:** General Manager

**Location:** Nairobi

**Contract :** 2 years

### **Job Purpose**

The Kenya Golf Union is seeking a Finance and Administration Officer who will be responsible for managing the financial operations and administrative functions of the Kenya Golf Union (KGU). The role ensures sound financial management, compliance with statutory requirements, effective budgeting, and smooth office operations to support the Union's strategic and operational goals.

### **Key Responsibilities**

#### **1. Financial Management**

- Provide accurate financial information and analysis to the Finance Committee.
- Support Heads of Departments in developing annual budgets and consolidate them for Board approval.
- Monitor budget performance and ensure effective expenditure control.
- Prepare cash flow forecasts, monthly management accounts, and annual financial statements.
- Liaise with external and government auditors, ensuring timely submission of required reports.
- Process and review invoices, vouchers, LPOs, and expense reports for completeness and accuracy.
- Maintain proper documentation and filing of all accounting transactions for audit readiness.
- Manage collections, receivables, and credit control to optimize cash flow.
- Oversee payments to suppliers, ensuring adherence to contractual terms and timely settlement.
- Prepare and process monthly payroll and ensure timely remittance of statutory deductions (PAYE, NHIF, NSSF, VAT, Withholding Tax, etc.).
- Ensure compliance with financial and regulatory standards, including IFAS and other legal requirements.
- Manage KGU's banking operations and perform monthly bank reconciliations.
- Develop and implement improved accounting systems, policies, and procedures to enhance efficiency and transparency.
- Maintain confidentiality of all financial information.

#### **2. Administrative Management**

- Oversee day-to-day office operations and ensure a well-organized, efficient, and professional environment.
- Maintain filing systems for easy document retrieval and record management.

- Supervise office cleanliness, manage office supplies, and maintain the organization's asset register.
- Manage travel logistics for staff and guests, including flight, transport, and accommodation arrangements.
- Provide administrative and secretarial support to KGU committees, including the Admin & Technical Subcommittee.
- Serve as a communication liaison for the Secretariat, managing correspondence with clubs, sponsors, partners, and government agencies.
- Support HR functions by checking staff files for compliance and assisting in employee administration.
- Train, mentor, and supervise Accounts Assistants and other administrative staff.

### **3. Reporting and Committee Support**

- Prepare daily, weekly, and monthly financial and management reports for review by management and the Board.
- Serve as the Secretariat to the Finance Committee and Administration committee

### **Qualifications & Skills**

- Bachelor's degree in Finance, Accounting, Business Administration, or a related field.
- CPA (K) or equivalent professional qualification.
- Minimum of 5 years' experience in finance and administration, preferably within a sports or membership-based organization.
- Strong knowledge of accounting standards, financial reporting, and statutory compliance.
- Proficiency in accounting software and Microsoft Office applications.
- Excellent analytical, organizational, and communication skills.
- High integrity and commitment to confidentiality.
- Ability to multitask and meet deadlines under minimal supervision

### **How to Apply:**

- Interested candidates should submit their CV and cover letter to [info@kenyagolfunion.org](mailto:info@kenyagolfunion.org) by 5<sup>th</sup> January 2026