



Terms of Reference (ToR)

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Position: Finance & Administration Assistant

1. Background

RELI Africa is a regional network dedicated to strengthening education systems and improving foundational learning outcomes through partnerships, research, and advocacy. To ensure efficient financial stewardship and smooth administrative operations, RELI seeks to engage a Finance & Administration Assistant to support day-to-day financial processes, compliance, and office management functions.

This role contributes to strong internal controls, timely financial reporting, regulatory compliance, and an organized work environment that enables program effectiveness.

2. Purpose of the Assignment

The Finance & Administration Assistant will support the financial and administrative operations of RELI Africa by maintaining accurate financial records, processing transactions, ensuring compliance with organizational and donor requirements, and providing efficient administrative and office support services.

3. Scope of Work and Key Responsibilities

A. Financial Accounting and Implementation (60%)

- Assist in processing payments in compliance with RELI Africa and donor policies.
- Maintain accurate financial records, coding, and supporting documentation for all transactions.
- Conduct monthly bank and mobile money reconciliations and manage petty cash.
- Support preparation of monthly accounts and financial statements.
- Ensure timely and accurate data entry into the accounting system.
- Assist with payroll statutory deductions and remittances.
- Maintain and update the asset register, including tagging and tracking movements and conditions.
- Support implementation of financial management policies and internal controls.
- Participate in staff training on financial procedures and provide feedback for improvement.

B. Budgeting, Financial Reporting, and Audits (10%)

- Support project teams with budgeting and budget monitoring.
- Assist in preparation of donor and grant financial reports.
- Prepare audit schedules and supporting documentation.
- Support follow-up and implementation of audit recommendations.

C. Risk Management and Compliance (5%)

- Maintain records for statutory returns and ensure timely remittance.
- Support maintenance of the organization's risk register and risk reports.
- Ensure compliance with organizational, donor, and legal requirements.





D. Administration and Office Support (25%)

- Support procurement processes and preparation of procurement documentation.
- Manage front office operations including reception, visitors, and calls.
- Coordinate logistics for meetings, trainings, and workshops.
- Manage office supplies, utilities, and service providers.
- Coordinate asset handover/takeover documentation.
- Track and manage contracts, leases, licenses, and compliance calendars.
- File statutory and compliance documents securely.
- Perform other administrative duties as assigned.

4. Deliverables

The Assistant will be expected to deliver:

- Accurate and timely transaction processing and reconciliations
- Monthly financial records and supporting documentation
- Updated asset register and inventory records
- Timely statutory filings and remittances
- Donor and audit support documentation
- Efficient administrative and logistical support for office operations
- Compliance tracking and reporting

5. Duration

This is a full-time position offered in accordance with RELI Africa's HR policies and procedures.

6. Reporting and Supervision

The Finance & Administration Assistant will report directly to the Regional Operations Manager and work closely with program and operations teams to ensure efficient service delivery.

7. Required Qualifications and Experience

- Bachelor's degree in finance, Accounting, Business Administration, or related field; or
- Diploma in a relevant field with significant practical experience
- At least two (2) years' relevant experience, preferably in an NGO or multi-cultural environment
- CPA II or equivalent professional certification is an added advantage
- Knowledge of accounting software and Microsoft Office (especially Excel)
- Understanding of donor-funded project financial requirements is desirable

8. Competencies

- Strong analytical and problem-solving skills
- Attention to detail and accuracy
- Organizational and time management skills
- Integrity and confidentiality
- Strong interpersonal and communication skills
- Ability to work independently and in a team
- Proactive and reliable work ethic





9. Working Conditions

Normal office working environment with limited remote work options and occasional travel as required.

1. How to Apply

Interested candidates are encouraged to submit their cover letter and CV as a single PDF document to careers@reliafrica.org cc irene.odhiambo@reliafrica.org for the job application by February 25th, 2026. Please indicate “Finance and Administration Assistant” on the subject line of the email. Only shortlisted candidates will be contacted.

2. Special Notice

RELI Africa is an equal opportunity employer committed to creating a diverse and inclusive workplace. All employment decisions are made based on qualifications, experience, and organizational needs.

Applicants are not required to make any payments at any stage of the recruitment process.

RELI
Regional Education
Learning Initiative

