



Dig Deep



Senior Finance and Administration Officer Recruitment Pack

About Dig Deep

Dig Deep is an award-winning NGO that believes everyone has a fundamental right to clean water, safe toilets and good hygiene through the achievement of UN Sustainable Development Goal 6.

Operating in Kenya since 2007, our mission is to collaborate with the Kenyan government, local businesses and communities, to transform access to these vital services for the 1 million people of Bomet County.

Our team is made up of 25 Kenyan and British staff & trustees supported by 300+ volunteers and our office is located in the heart of the communities we serve in Bomet.

We have purpose, passion and pride in our work delivering transformational change. All of our trustees, staff and volunteers uphold and promote the values of listening and seeking first to understand, evolving our approach based on evidence and recognising expertise in all its forms.



"We are much appreciative of our partnership with Dig Deep... Their construction and project supervision is the best... Together, we are working hand in hand to enable our community to have access to clean water, safe sanitation and good hygiene." Hon Dominic Koskei, MP Sotik Constituency, Bomet County

Our Culture

At Dig Deep, we have purpose, passion and pride in what we do. All of our staff uphold and promote the following core behaviours:

We listen

- We listen and seek first to understand
- We create a comfortable space to voice our opinions and share ideas
- We build collaborative relationships

We question

- We evolve and innovate our approach based on evidence
- We learn from experience
- We are adaptable

We are inclusive

- We amplify different voices and perspectives
- We recognise expertise in all its forms
- We celebrate difference

We get stuck in

- We're determined
- We roll our sleeves up
- We achieve our aims



About the position

Organisation: Dig Deep (Africa)

Role: Senior Finance and Administration Officer

Reporting to: Country Director

Contract type:

- 1 year fixed term (full time)

Salary and benefits:

- Attractive Salary
- Family medical insurance cover

Location:

- Dig Deep Office, Bomet County, Kenya

Role Summary:

The Senior Finance and Administration Officer will play a pivotal role in optimising operational efficiency to help deliver Dig Deep's mission and the Bomet County WASH Masterplan.

They will ensure accurate financial record-keeping, compliance with statutory and audit requirements, accurate financial reporting to donors and efficient coordination of financial, administrative and ICT tasks for all of Dig Deep's programme operations.



Key Responsibilities

Financial Management & Accounting

- Maintain an accurate and up-to-date accounting system (Quickbooks), ensuring financial records comply with audit requirements.
- Manage bank and mPesa account transactions, ensuring proper documentation and reconciliations.
- Ensure all expenditure has supporting receipts, digitally file them, and reference them correctly in QuickBooks.
- Support both the Country Director and Finance and Operations Director in budget monitoring and financial reporting.

Compliance & Governance

- Ensure Dig Deep complies with Kenya's statutory and regulatory requirements
- Coordinate filing with Kenya Revenue Authority (KRA) and Business Registration Service (BRS) and other regulatory bodies when required
- Keep good financial records and assist with external audits by ensuring all requested documentation is readily available.
- Ensure staff team compliance with company policies and procedures.

ICT Management & Support

- Oversee ICT setup for new employees, including email accounts, software access, and security configurations.
- Provide basic ICT troubleshooting and support to Kenya-based staff
- Ensure adherence to good ICT security and data protection practices.
- Coordinate with external ICT consultants for security assessments and staff training as required.

Asset Management & Administrative Support

- Maintain an accurate asset registry, ensuring all assets are logged and tracked properly.
- Ensure programme and financial documents are digitally filed and organised.
- Support operational needs, including procurement, office administration, and HR record-keeping.

Coordination & Communication

- Work closely with the Kenya and UK teams to ensure financial and administrative processes run smoothly.

Person Specification

We are looking for individuals who meet the following **core** and **desired competencies**.

Core competencies:

Qualifications

- A degree or relevant certification (e.g. CPA(K)) in finance, accounting, economics, business administration or other related fields.

Skills and Experience

- Three or more years working in a financial role with demonstrable experience of the following:
 - **Accounting & Finance:** Financial management, bookkeeping, and using digital accounting software (QuickBooks preferred).
 - **Compliance & Governance:** Understanding of financial reporting standards, audit requirements and regulatory compliance in Kenya.
 - **Digital Record Keeping:** Experience in managing digital records and document filing
 - **Attention to Detail:** Strong ability to accurately categorise and track financial transactions.
 - **Administrative & Organisational Skills:** Ability to manage multiple responsibilities, such as asset tracking, statutory returns, and policy compliance.
 - **Communication:** Ability to work with remote teams, report financial and ICT issues clearly, and liaise with external service providers.
 - **ICT Knowledge & Troubleshooting:** Understanding and experience of ICT systems and software, ability to troubleshoot common IT issues to ensure smooth operation of digital tools and understanding of ICT security risks and data protection.

Desired competencies:

- **Compliance & Governance:** Prior experience in filing statutory returns with the Kenya Revenue Authority (KRA) and Business Registration Service (BRS)
- **MPesa & Bank Transactions:** Familiarity with managing mPesa transactions, reconciliations, and ensuring proper receipt documentation.

How to apply

Interested candidates should submit a resume, cover letter and three professional references to applications@digdeep.org.uk by **17:00 on Wednesday 9th April**. Please include “*Senior Finance and Administration Officer Application*” in the subject line.

Only shortlisted candidates will be contacted following receipt of application.

Shortlisted candidates will be expected to bring original certificates to the interview for verification.

