



African Gender and Media Initiative Trust
Advancing Gender Equality through Research and Action on Women's
Human Rights
Finance and Administration Assistant

African Gender and Media Initiative Trust (GEM Trust) is a cutting edge not for profit organization that works to advance gender equality through research and action on women's human rights. GEM Trust brings together women experts in women's human rights issues specifically women's health, sexual and reproductive rights, gender-based violence, media, advocacy and research. GEM Trust seeks to recruit an Assistant finance and administration officer. The assistant finance and administration officer will work under the supervision of the Finance and administration officer to support office administration and finance department.

Job Location: Nairobi

Key Duties and responsibilities

- Providing support to the finance department
- Processing work orders, supplier invoices, purchase orders, expenses claim, account payments, and payroll.
- Assisting the financial management team with credit control processes, budget planning, and expense analysis.
- Maintaining a digital record of all financial transactions, documents, and supplier information.
- Performing basic office tasks, such as filing, data entry, answering phones, processing the mail, etc.
- Maintaining an organized and comfortable office environment, ordering office supplies, and updating inventory.
- Managing changes of staff members' financial information if needed.
- Compiling financial data to prepare monthly revenue reports and ensuring that client accounts are accurate and up to date.
- Assisting with audits, fact checks, and resolving discrepancies
- Ensuring financial records are maintained in compliance with accepted policies and procedures
- Carry out bank reconciliation
- Processing staff field advances and travel imprests
- Ensuring statutory payments (NSSF, SHA, NITA, HOUSING LEVY and withholding tax) are paid in an accurate and timely manner
- Maintenance of the fixed assets register
- Performing some human resources functions
- Support project logistics and planning

Qualifications, skills and Experience

- A bachelor's degree in finance, business administration, or a similar field.
- A minimum of 1 years' experience working as a financial admin assistant.
- Working knowledge of accounting software, such as QuickBooks and NetSuite.
- Meticulous attention to detail and ability to perform tasks with accuracy and efficiency in mind.
- High levels of integrity and ability to handle confidential information.
- Exceptional time management and verbal and written communication skills.
- Familiarity with basic accounting principles.
- Professional manner and a strong ethical code.
- Ability to multitask and remain motivated and positive.
- Commitment to working efficiently and accurately.

How to Apply:

Applicants who meet the requirements stated above should send their application letter and detailed CV indicating 3 referees to: info@gem.or.ke with Position Applied on the Subject line.

The Deadline for Application is 13th February 2026 at 5.00pm EAT