



Job Vacancy

FINANCIAL COORDINATOR – Sustainable Fisheries Project (Kilifi, Kenya)

LIVE BLU-E Living Lab of Blue economy and renewable Energy for the development of Kenya's coastal economy AID 013244/07/6

Location: Kilifi County, Kenya

Contract Type: Full-time, project-based

Duration: 12 months

Starting Date: May 2026

Application Deadline: April 11, 2026

Job Title: Admin, Finance & Procurement Officer – EU-funded Sustainable Fisheries & Blue Economy Project

Duty station: Kilifi County, Kenya

Reports to: Project Manager / Country Finance Manager

Contract: 12 months

About the Project

CAST – Centro per un Appropriato Sviluppo Tecnologico – is an Italian non-governmental organization operating in Kenya since 2007, with long-standing experience in supporting coastal and rural communities in Kilifi County.

Building on this experience and long-term presence in the coastal region, the project LIVE BLU-E aims to further strengthen the Blue Economy in Kilifi County by promoting sustainable fisheries, improving fish value chains and supporting the socio-economic empowerment of coastal communities. The initiative brings together local institutions, research partners and community organizations to improve fisheries management, enhance product quality and market access, and create alternative livelihood opportunities for fishers, women traders and youth. The project contributes to sustainable resource management, inclusive governance and economic resilience for coastal fishing communities.

Position Overview

Within the framework of the LIVE BLU-E project, funded by the Italian Agency for Development Cooperation (AICS) and implemented in Kilifi County, CAST is seeking to recruit a Financial Coordinator responsible for the financial management and administrative oversight of the project.



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The Financial Coordinator will ensure that all financial operations are implemented in compliance with donor requirements, organizational procedures and applicable national regulations. Working in close collaboration with the Programme Coordinator and Project Managers, the role will oversee budgeting, financial planning, accounting, expenditure tracking and financial reporting, ensuring transparency, accuracy and proper use of project resources.

Key responsibilities

Finance & Administration

- Manage day-to-day accounting, payments, cash and bank reconciliation in line with internal procedures and donor rules.
- Support budget monitoring, variance analysis and inputs for financial reports to AICS and other donors.
- Ensure proper filing and archiving all financial and administrative documentation.

HR & Contracts

- Prepare and follow up employment and consultancy contracts, payroll inputs, taxes and statutory deductions (PAYE, NSSF, NHIF, etc.).
- Keep HR files, leave and timesheets updated and comply with labour law and internal policies.
- Provide financial guidance to project staff to ensure correct use of project funds and adherence to procedures.

Requirements

Education

- Bachelor's degree in Finance, Accounting, Business Administration, Economics or a related field.

Experience

- At least 5 years of relevant experience in finance/administration and procurement with an NGOs, or development projects.
- Proven experience in AICS/EU-funded projects and procurement under EU PRAG rules (tenders for supplies, services and/or works).
- Experience managing payroll, HR documentation and statutory compliance (taxes and social contributions).

Skills & Competencies

- Excellent organizational skills, attention to detail and respect for deadlines.
- High level of integrity, transparency and confidentiality.
- Ability to work with project teams
- Proficiency in English and Swahili
- Excellent knowledge of Excel and standard office software; experience with accounting software is an advantage.

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How to apply

Interested candidates should apply by:

- **email** attaching **CV + cover letter ONLY** (preferably as a single attachment) to LIVE BLU-E Project Coordinator, Chiara Spicciarelli, chiaraspicciarelli@cast-ong.org, and copy kilifi@cast-ong.org

Application must be received not later than **April 11, 2026** (5 PM GMT). The subject of the email should be **APPLICATION FOR FINANCIAL COORDINATOR** and the attachments should be saved with the **applicant's full name**.

Only shortlisted candidates will be contacted. Shortlisted applicants will be invited for a written test and an interview at a later date.

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