



JOB DESCRIPTION - FINANCE MANAGER	
Job details	
Job title: Finance Manager	Supervisor/Manager title: Head of Finance and Support Services
Department: Finance and Support Services	Location: Nairobi

1. Job Summary:

The position is responsible for processing of financial transactions, maintaining financial records, providing adequate accounting information and financial statements and reports, compliance with professional local/international accounting standards, internal financial policies, procedures and systems, and donor agreements, maintaining internal controls and risks, proper custody of financial records, and safeguarding the assets of the organization. The position is also responsible for effective grant management. The jobholder will provide managerial support and ensure internal efficiencies and effectiveness of the Finance unit and preparation and dissemination of financial information for management decision making and reporting purposes.

2. Key Duties and Responsibilities

- T.1 Support the implementation of, and ensure adherence to Trust's financial management strategies, policies, procedures, processes and systems in order to achieve compliance requirements, optimal efficiency and effective utilization of resources and assets.
- T.2 Maintain professionalism and operate in line with local and International Accounting Standards and best practices.
- T.3 Support the preparation of the Trust's annual budget, monitor monthly performance and report variances to management for action.
- T.4 Support the grant management process including contracting with Implementing Partners, monitoring disbursements, contracts and grant amendments, ensuring compliance to contractual agreements and reporting.
- T.5 Develop the Finance budget and monitor own budget and those of other units in liaison with the unit heads.
- T.6 Ensure cheques, payment vouchers and any supporting source/transaction documents are approved and authorized.
- T.7 Verify all payments for accuracy and ensure amounts are within budget provisions before approval and disbursement/payment.
- T.8 Maintain up to date accounting and financial records in respect to all transactions and ensure documents are correctly filed and secure.
- T.9 Provide general guidance and offer technical support in financial management to other departments and organise training and capacity building of staff in financial management.
- T.10 Review weekly and monthly bank reconciliation reports to ensure they are complete and correct, and ensure outstanding issues are resolved in a timely manner.
- T.11 Prepare monthly cash flow reports for submission to Head of Finance and Support Services.

- T.12 Prepare periodic financial statements and reports, as prescribed in schedules, for review by the Head of Finance and Support Services.
- T.13 Maintain an accurate and up to date fixed asset register for the organization
- T.14 Ensure the Trust complies with all donor rules and agreements as stipulated and that Implementing Partners comply with all the contract terms and provisions.
- T.15 Undertake review of Implementing Partners (IPs) financial statements and reports and facilitate project closures' in a timely manner.
- T.16 Facilitate annual financial audits and any other periodic reviews and give input to support responses to issues raised in management letter.
- T.17 Ensure compliance by timely remittance of statutory deductions by the due dates, and compile periodic and annual statutory returns as per laws and regulations and forward the same to the relevant government authority/department.
- T.18 Periodically and on need basis provide data and information that support resource mobilization and fundraising initiatives used in writing of concept papers and proposals.
- T.19 Any other duties as may be assigned by Head of Finance and Support Services.

3. KNOWLEDGE, SKILLS AND ABILITIES

(The knowledge, skills and abilities may be acquired through a combination of formal schooling, self-education, prior experience, or on-the-job training)

a. Level of Education/Academic Qualification

- Minimum of a Bachelor's degree in Commerce, Accounting or Finance.

b. Specialized Training/Professional Qualifications

- Professional accounting qualifications such as CPA (K) or ACCA
- Excellent knowledge and hands on experience in using computerized financial accounting systems; Competence in use of Navision financial accounting software is desirable.

c. Core Technical Skills

- Accounting and financial management
- Project accounting/Grant management
- Budget management and controls
- Donor regulations and compliance
- Financial policies and regulations
- Internal controls, risk management and audit
- Asset and inventory management

d. Competencies/Abilities/Skills Required

- Strong analytical skills, attention to details and problem solving skills.
- Strong interpersonal skills and effective team player.
- Proficiency in IT applications including MS Office, Internet and e-mail.
- Good facilitation and training skills.
- Excellent communication and negotiation skills.
- Strong networking and relationship building skills.
- Ability to multi-task and work in a fast-paced environment.
- Must be a person of integrity.

e. Relevant Work Experience

- At least six (6) years of relevant work experience in accounting, financial and grant management 3 of which should be at managerial level.

4. CONTACTS ARISING FROM THE JOB

WITHIN THE ORGANIZATION	OUTSIDE THE ORGANIZATION
<ul style="list-style-type: none">• Finance Unit• Executive Director• All staff	<ul style="list-style-type: none">• Vendors and service providers• Government Agencies• Partners• Donors• Auditors and consultants

5. AUTHORITY/INDEPENDENT ACTION

The job is performed in accordance with professional standard procedures and guidance with occasional need for basic independent decision making. Consultations with the Head of Finance and Support Services are made where necessary to promote cooperation, collectiveness, collegiality and professionalism in decision making.

6. RESOURCE MANAGEMENT RESPONSIBILITY

The job provides responsibility for organizational financial documents and monitors use of budget. The job also provides responsibility for cash, cheque books, payment vouchers, LPO and any other accounting and financial security instruments.

- Financial planning, management and reporting - 50%
- Grant management – 30%
- Cost management - 10%
- Administrative responsibilities - 10%

7. ORGANIZATIONAL POSITIONING

