

# JOB DESCRIPTION FOR THE POSITION OF FINANCE MANAGER

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## 1.0 JOB IDENTIFICATION

Job Title : Finance Manager  
Supervisor / Reports to: : Executive Officer

## 2.0 MAIN PURPOSE OF THE JOB

The Finance Manager will be responsible for maintaining proper Financial Management and Controls in safeguarding Financial and Material Resources of the organization in furtherance of its mission. The position will also be responsible for Fundraising.

## 3.0 SUPERVISION ROLES

Staff reporting directly to Job Holder	Finance Assistant
As may be allocated from time to time	-

## 4.0 KEY RESPONSIBILITIES

### 4.1 Book Keeping and Accounts

- Provide financial technical support to ensure books of accounts and records are properly maintained.
- Maintain books of accounts using the recommended computerized accounting system and provide technical support services to other staff in its implementation.

### 4.2 Financial Reporting and Audit

- Prepare financial statements in compliance with the Generally Accepted Accounting Principles (GAAP).
- Coordinate annual external audit of the financial statements.
- Ensure monthly reports for all programmes are properly done and submitted to the relevant organs of the organization on a timely basis.

### **4.3 Internal Controls**

- Establish Finance, Accounting and Procurement Policies and Procedures
- Administer implementation of the Financial & Accounting and Procurement Policies & Procedures of the organization.
- Monitoring internal financial and administrative controls
- Ensure that monthly bank reconciliations are done on time
- Ensure proper management of stocks
- Perform internal audit whenever necessary
- Coordinate all auditing activities

### **4.4 Budgeting and Budgetary Controls**

- Oversee preparation of budgets
- Monitor implementation of programme budgets
- Prepare and manage cash flows and develop a reliable cash flow projection process and reporting mechanism that includes minimum cash threshold to meet operating needs

### **4.5 Human Resource and Statutory Compliance**

- Establish / implement Human Resource Policy
- Ensure the organization is fully compliant with all statutory requirements (taxes, returns to registrar of companies, Children's Act of 2001, returns to Kenya Revenue Authority, NHIF, NSSF and other statutory bodies).
- Ensure payrolls records are done within the statutory requirements and necessary deductions effected and remitted to statutory bodies on time.
- Ensure that human resource practices are compliant with labour laws e.g. employees must have contractual documents and personal files are properly maintained.

### **4.6 Fixed Assets Register**

- Ensure Fixed Assets Register is maintained by all programmes
- Provide technical support to all programmes in enabling them to manage and maintain fixed asset registers.

### **4.7 Administration**

- Coordinate administrative operations of the organization under the direction of your supervisor.
- Mentor the financial and administrative team.

### **4.8 Investments**

- Establish / implement an investment policy
- Management of risks exposure to the organization's investments
- Monitoring of bank accounts to ensure safety of organizational funds

- Maximizes return on invested funds by identifying investment opportunities; and maintaining relationships with the investment market.
- Ensure ownership of all assets by the organization

#### 4.9 Resource Mobilization / Fundraising

- Develop financial sustainability strategies
- Develop a resource mobilization strategy
- Identify possible fundraising strategies
- Gather information on donor policies and priorities in line with the mission of the organization
- Build a donor data base and devise ways to expand the data base
- Facilitate co-financing opportunities for partner organizations
- Develop annual work plans based on the approved resource fundraising strategy
- Actively participate in the preparation of concept papers and project proposals to funding partners / agencies
- Establish and manage partnerships with donor agencies
- Facilitate effective communication with all donors including reporting and updates

#### 4.10 General Duties

Perform any other duties as may be requested by the Executive Officer.

### 5.0 EDUCATION AND EXPERIENCE REQUIREMENTS

No	CRITERIA	ESSENTIAL	DESIRABLE
5.1	Education qualification and training	<ul style="list-style-type: none"> <li>▪ Bachelor’s Degree in relevant field</li> <li>▪ CPA (K)</li> <li>▪ MBA is an added advantage.</li> </ul>	Accounting Packages
5.2	Knowledge and skills	<ul style="list-style-type: none"> <li>▪ Knowledge and understanding in accounting, taxation and administration</li> <li>▪ Good computer skills</li> <li>▪ Good communication and public Relation skills</li> <li>▪ Ability to train and supervise other staff.</li> </ul>	A clean driving license
5.3	Experience	<ul style="list-style-type: none"> <li>▪ 5 Years’ experience in a busy Finance and Accounting office</li> <li>▪ Experience in application of Quick Books Accounting Software.</li> <li>▪ Experience in maintenance of Fixed Assets Register.</li> <li>▪ Experience in payroll management</li> </ul>	<ul style="list-style-type: none"> <li>▪ Good exposure in labour laws</li> <li>▪ Experience is driving</li> </ul>

		<ul style="list-style-type: none"> <li>▪ Demonstrated competence in public relations, fundraising and donor relations</li> <li>▪ Experience in working with children</li> <li>▪ Experience in General Office Administration</li> </ul>	
5.4	Personal attributes	<ul style="list-style-type: none"> <li>▪ Tested integrity and humility</li> <li>▪ Transparency</li> <li>▪ Ability to work with people</li> <li>▪ A mature person with diplomacy</li> <li>▪ Accuracy and attention to details</li> <li>▪ Strong analytical skills</li> </ul>	
5.5	Judgment and Mental demand	<ul style="list-style-type: none"> <li>▪ Timely decisions in cost control and other financial decisions</li> </ul>	
5.6	Physical demands and work environment.	<ul style="list-style-type: none"> <li>▪ Ability to work long hours and to withstand pressure</li> <li>▪ Flexibility in working hours</li> </ul>	

## JOB DESCRIPTION FOR THE POSITION OF PROGRAMME OFFICER

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### 1.0 JOB IDENTIFICATION

<b>Job Title</b>	<b>Programme Officer</b>
<b>Supervisor / Reports to</b>	<b>Executive Officer</b>

### 2.0 MAIN PURPOSE OF THE JOB

To bring innovation geared towards growth and sustainability of programmes and ensure that the organization's activities and programmes are aligned to the goals and mission of the organization.

### 3.0 SUPERVISORY ROLES

<b>Staff reporting directly to Job Holder</b>	<b>None</b>
<b>As may be allocated from time</b>	<b>Volunteer staff</b>

### 4.0 KEY RESPONSIBILITIES

#### 4.1 Result Based Monitoring

- Develop innovative approaches and models that would bring sustainable growth in programmes
- Lead the process of establishing the project M&E system and project data bases
- Develop policies to guide sustainable operations of programme work
- Prepare annual plan and budget for the programmes.
- Develop and schedule programmes work plan in accordance with specifications and available funding and oversee daily operations.
- Develop necessary tools for conducting technical support and monitoring visits for programme interventions
- Collect data and stories from the field for documentation purposes
- Analysis of data and generation of result based reports for use in programming and fundraising
- Enhance the capacity of staff and members in capturing/identifying best practices and stories

- Develop templates and make regular data entry for all monitoring visits conducted
- Monitor and approve programme expenditure ensuring that budget allocations are not overspent.
- Prepare monthly, quarterly, and annual financial and narrative reports of the programmes.
- Develop specific monitoring plans and dashboard to track on the implementation of activities.
- Coordinate, monitor and supervise the activities of staff members in the programmes.
- Develop and recommend new or revised programmes goals and objectives.
- Assist in preparation of proposals for funding and / or funding continuation from outside sponsors.
- Provide technical advice to the organization to solve problems / responding to questions relating to programmes goals and policy.
- Prepare, manage and coordinate scheduled reports of program activities to meet organizational and donor reporting requirements.
- Coordinate overall programme portfolio to ensure key performance indicators (KPIs) are met and programme impact is in line with strategy.
- Evaluate effectiveness of programmes and develop strategies to improve efficiency where necessary.
- Coordinate lesson learning from monitoring and evaluation of programmes.
- Support planning for evaluations (development and review of ToR), provide oversight for logistics required and review, the measurement of tools for compliance to the design/ assessment report
- Develop action points based on the evaluation/ baseline and ensure they are implemented.

#### **4.2 Research**

- Develop operational/ action research proposals for fundraising projects in areas of child care and protection.
- Ensure overall coordination of research activities (quantitative and qualitative) of different components of projects
- Source and collate latest publications including reports, peer review papers, and research papers among others for the Association resource center
- Plan and roll out symposium in partnership with universities, colleges, practitioners and policy makers.

#### **4.3 Documentation**

- Knowledge management in ICT online community so as to publish research findings online
- Lead in production of result based project reports, newsletters, brochures and other advocacy and promotional materials that promote thematic areas of the organization
- Documentation of success stories, challenges, case studies, lessons learnt for future fundraising and capacity building purposes
- Create documentation content for social media channels that can be shared and seeded on digital platforms
- Participate in project activities and support internal and external communications in close coordination with Executive Officer

- Preparation of result based quarterly and annual reports as per donor and other stakeholders' requirements.

## 5.0 PERSONAL SPECIFICATIONS

No.	Criteria	Essential
5.1	Education Qualifications and training	<ul style="list-style-type: none"> <li>▪ Bachelor's degree in Project Management</li> <li>▪ Diploma in Community Development and Social Work.</li> <li>▪ Certificate of good conduct</li> </ul>
5.2	Knowledge and Skills	<ul style="list-style-type: none"> <li>▪ Good communication skills</li> <li>▪ Demonstrated research skills</li> <li>▪ Skills in documentation</li> <li>▪ Good time management</li> <li>▪ Computer competency</li> <li>▪ Excellent report writing skills</li> <li>▪ Proposal writing skills</li> <li>▪ Narrative Report writing skills</li> </ul>
5.3	Experience	<ul style="list-style-type: none"> <li>▪ Minimum two years' work experience in qualitative research, monitoring, documentation in an organization working with children</li> <li>▪ Demonstrated competence in research, documentation and PM &amp; E</li> <li>▪ Experience in working with children &amp; specifically child charitable institutions</li> </ul>
5.4	Personal attributes	<ul style="list-style-type: none"> <li>▪ Honesty, Reliable, tidy, pleasant personality, good listener, flexible to work demands, and a person of integrity.</li> <li>▪ Flexibility to travel for field work.</li> </ul>