

JOB DESCRIPTION: FINANCE AND GRANTS MANAGER

Role Title:	Finance and Grants Manager	Reports to:	Chief Executive Officer
Directorate	Corporate Services	Department	Corporate Services
Country:	Kenya	Location & Work-Related Travel:	Nairobi
Direct Reports	Senior Finance Officer	Others Reporting Indirectly	Finance Officers

Job Summary/ Overall Job Purpose

The position is responsible for oversight of financial operations, grant management and the procurement function with the primary responsibilities of supervision of finance and procurement staff; providing timely and accurate financial and accounting information and reports, cash flow management, budgets preparation and management of financial data processing systems, and oversight of the procurement process.

Key Responsibilities

1. Develop and manage the implementation of the KCIC finance, grants and procurement strategies, policies and procedures and annual work plans.
2. Spearhead financial planning and management of the finance function within KCIC.
3. Provide oversight in the management of financial accounting and reporting operations for KCIC, including General Ledger, Accounts Payable, Cash Management, statutory compliance and reporting.
4. Provide guidance and technical support for interpretation of donor rules and regulations, and general regulatory, statutory, and administrative requirements
5. Coordinate preparation of annual budgets, monitor cash flow management and budget implementation and provide guidance on allowable and non allowable costs.
6. Coordinate internal and external annual audits and prepare responses to audit findings and follows-up on the implementation of audit recommendations.
7. Review and approve payment vouchers, journal entries, cost allocations and other postings into accounting system and ensure proper coding, data quality and integrity of all accounting/financial transactions.
8. Manage preparation, consolidation and timely distribution of monthly, quarterly and annual financial statements reflecting status of programs on grant-to-date basis in accordance with International Accounting Standards (IAS), International Financial Reporting Standards (IFRS) and donor requirements.
9. Oversee financial management, procurement, internal control, accounting and other business systems for data integrity, accurate and timely reporting for compliance with organizational financial policies and procedures, statutory requirements and donor regulations.

10. Provide leadership in all supply chain management and coordinate the development of annual procurement plans, prequalification of suppliers and provide oversight for the procurement function in line with the internal policy, Procurement laws and Regulations, and Donor requirements.
11. Conduct analysis and preparation of grants reports to various donors and stakeholders, and monitor compliance with grant funding requirements for timely disbursements to clients.
12. Support resource mobilisation efforts through donor liaison and proposal development.
13. Review controls within KCIC for continuous improvement to ensure efficient and effective operations
14. Other duties as assigned or as otherwise required to successfully manage HJFMRI's accounting operations.

Qualifications

- Bachelors degree in any of the following disciplines:- Commerce, Business Administration, Financial Management or its equivalent qualification from a recognized institution.
- Master's degree will be an added advantage.
- Professional qualification in finance and accounting.
- Membership to a relevant professional body.
- Computer Proficiency

Experience

- Minimum 10 years relevant experience with 5 years' experience in a management position, preferably in a large International or local NGO
- Experience in managing large donor-funded budgets and reporting to donors.
- Experience in ERP systems such as Microsoft Navision, Oracle J D Edwards, SAP accounting software

Functional skills

- Strategic Leadership Skills
- Financial Management Skills
- Organization and Planning Skills
- Communication Skills
- Negotiation and Analytical Skills

Behavioral Competencies

- Professionalism and integrity
- Interpersonal skills
- Reliability and adaptability
- Creativity and innovation
- Team player