

## JOB DESCRIPTION

<b>Job Title:</b>	Finance Officer
<b>Salary &amp; Grade:</b>	NS03
<b>Department:</b>	Finance & Administration
<b>Location:</b>	Nairobi, Kenya
<b>Responsible To:</b>	Finance Manager-Kenya Program
<b>Responsible For:</b>	NA

**Relations with Others:** Close working relationship with programme and administration staff in providing financial services and support.

**Job Purpose:** Responsible for maintaining sound financial and accounting systems and controls for HelpAge International. The role entails performing day to day financial accounting tasks including, processing payments, filing and document retrieval, providing data for report preparation and data input for both Kenya and ARO Support in budgeting, financial accounting and reporting of assigned grants.

### **Responsibilities:**

#### **1.1 Secretariat Accounting and Finance**

- Ensure that all financial transactions are carried out and recorded in accordance with IAS and HelpAge International procedures and policies.
- Prepare cheque and on-line payments for review by the finance manager in compliance with IAS, HelpAge International and donor policies and regulations, with correct coding and supporting documentation.
- Petty cash management and custody
- Preparation and prompt settlement of statutory and other payroll deductions i.e. PAYE, NSSF, NHIF, Withholding tax, HELB, Co-operative contributions, Pension etc.
- Preparation of the secretariat monthly accounts for review by the Finance Manager by 7<sup>th</sup> of every month ensuring accuracy of the data.
- Cash flow management and bank reconciliation for Kenya and ARO accounts,
- Maintain banking relationship and act as the primary liaison person.
- Reviewing Travel Expense Reports (TERs) for accuracy before approval by Line Managers
- Ensuring proper book of accounts are kept and maintaining a sound archiving (filing and retrieval) system
- Preparation of various supporting schedules to the financial statements to facilitate annual audit and assist in the fieldwork process.
- Preparations of year end accruals and monthly reconciliation of the accruals and make journals where necessary
- Preparation of the payroll journal and monthly reconciliation of the payroll control code
- Any other reasonable duty assigned by management

#### **Grants and Contracts Management**

Working closely with the Grant & Contract Accountants and the Finance Manager, support partner management

- Periodically visit partners and review their financial and administrative policies and procedures, identify shortcomings and train partners in such areas.
- Receive and review supporting documentation from partners
- Prepare and submit to Finance Manager interim and final donor financial reports for review, at least one week before the due date
- Prepare and circulate monthly monitoring (expense vs .budget) report to Programme managers as per the set deadlines for assigned project codes
- Promptly follow-up and make adjustments to monthly and interim donor reports based on feedback from the program managers.
- Discuss project performance with Project managers on a monthly basis
- Review monthly donor reports with the relevant managers and point out areas with financial risks in line with donor conditions for the managers to take proactive corrective action.

## **1.2 Budgeting**

- Assist project managers and partners in budget phasing and budget realignment
- Support the preparation of Detailed Budget Sheets (DBS) for posting to the SUN system for assigned projects
- Support in production of budget monitoring information (PMS) and review with the budget holders and project team

### **Other Features of the Job (Working conditions etc)**

- The position is based in Nairobi with intermittent travel to the field to offer technical support.

### **Person Specification:**

#### **Essential:**

- Good working knowledge of computer packages including word processing, spreadsheets, power point and SUN systems accounting package.

#### **Experience:**

- Minimum of 2-year experience in an NGO multi-cultural setting

#### **Knowledge/Skills:**

- Strong interpersonal and communication skills.
- Strong analytical and problem solving skills

#### **Education Criteria:**

- A Bachelor's degree in accounting and a CPA II or equivalent professional level

#### **Desirable:**

- Firm
- Stress tolerance
- Attention to detail
- Able to work with limited supervision
- Proactive and reliable
- Team player
- Working in a multi-cultural set-up