



JOB DESCRIPTION

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| Job Title: | Finance and Administration Officer |
| Department: | Finance and Support Services |
| Location: | Kenya Office |
| Contract Type: | Fixed term, 12 months (full time) |
| Reporting to: | Country Director and a link with Finance Business Partner. |
| Responsible For: | Projects Finance Management and administration |

HelpAge and Strategy 2030 – delivering real impact for older people.

HelpAge International works with partners and a diverse global network of more than 150 organizations across 85 countries, supporting millions of older people to live safe, dignified, and healthy lives. Through our partnership and collaborations, we work to ensure the inclusion of older people across society and strive to deliver a just and fair world for everyone, whatever their age. Our work is driven by our desire to deliver real impact for older people, to be inclusive, to work in partnership and to learn from our shared experience. Our 2030 strategy Ageing in a Just World sets out how we will work together to shape the future we all share. By working together, we aim to help inspire a movement for change and through ensuring all our work promotes older people’s wellbeing, dignity, and voice, we can transform the lives of older people now and in the future. Since the launch of our strategy in January 2020, the world has changed in profound ways. We are still experiencing the impacts and consequences. Recognizing and anticipating these important and fundamental shifts, HelpAge International is evolving and transforming itself to be relevant, impactful, and viable. As a result, we are reconfiguring our organizational design and resources in the following ways:

Driven by our commitment to the locally led development, we are evolving the way we partner and deliver value at country and local level. In the coming 2-3 years, we will transition our country offices and programmes to ensure local leadership of the ageing agenda and will develop new and diverse forms of partnerships globally.

- We seek to give primacy to local agents for change. To this end, we will replace all programmes delivered by HelpAge staff and resources on the ground with implementation by partners. This will apply across all our work - humanitarian and long-term development. Going forward, our value is framed around supporting, convening, and thought leadership.
- A way of creating value and bringing impact is collaborating across boundaries and by bringing different perspectives, skills, and talent together. We will deliver our work through

agile teams and a global operating model, with regional roots, to focus on impact and maintain the relationships at the national level to help build collaborations and support others to set their own agendas.

How you can make a difference

At HelpAge International, we offer a unique and exceptional career experience to bring positive and lasting change in the lives of older persons. As countries prepare for and adapt to population ageing, you can make a difference at a critical juncture to how societies, economies and institutions adapt to this change. Guided by our commitment to our values of impact, learning, partnership, and inclusion (see values), you will work with talent like yourself and partner with other agents for change to bring systemic change and impact at scale. By acting as a supporter, convener and thought leader, together, we can make an impact that matters for older persons and their communities. HelpAge International offers you an inclusive, collaborative workplace and innovative environment. This is a critical time for HelpAge International as we seek to transform the ways the organization works and brings value. We are looking for exceptional individuals who will explore new opportunities to create value, to find new avenues, unique ways and novel partnership and collaborations to reach our shared goals. We are looking for talent which thrives in collaborating with others (inside HelpAge International and beyond) and who can work in agile ways and across boundaries. We are seeking individuals, with an entrepreneurial mindset, who can operate across diverse areas of our work, who can leverage both their unique expertise and deploy a wider range of experiences and competencies.

The post will assume responsibility for managing and ensuring the effective implementation and evaluation of financial procedures consistent with standard practices and HelpAge International financial management procedures and principles. The post holder will be responsible for ensuring due diligence and compliance to HelpAge's own requirements, those of donors and statutory requirements of regulatory authorities in Kenya.

Purpose of the Job:

To provide effective financial management support to programmes by implementing HelpAge International's Financial controls, policies and procedures through monitoring projects and programme budgets, reviewing and analysis expenditures, properly recording authorised transactions and reporting timely to both management and donors. S(he) will also be responsible for Office Administration, management of all procurement related activities in accordance with HelpAge Procurement policies and procedures.

Routine Financial Accounting Processes

- Maintain effective procedures and systems for financial management, reporting and internal control in compliance with HelpAge International and donor requirements.
- Provide monthly accounts in accordance with the organisation's requirements and timetable.
- Prepare accurate monthly cash flow forecast and cash transfer requests to HelpAge HQ for smooth flow of operations.
- Process payments to suppliers and other contractors in accordance with agreed terms
- Correctly record income from HelpAge Country Office, and from any other source.
- Ensure all cash advances are accurately recorded and accounted for within the set timeframe.
- Oversee management of petty cash float and conduct petty cash count reconciled to the cash book every end of a week and end of a month.

- Set-up and maintain a filing and retrieval system for financial and administrative transactions in compliance with HelpAge and donor requirements.
- Liaise with local bank regarding all transactions and supervise designated staff in carrying out HelpAge routine banking tasks.
- Prepare Donor financial reports and submit to Finance Business Partner for review.
- Review Donor expenditure verification reports and ensure any recommendations and changes are fully implemented.
- Ensure compliance with Kenya's statutory and other financial obligations such as tax, levies, and statutory returns.
- Train HelpAge Network Members/programme staff to improve on their financial management skills.

Management Accounting

- Share monthly management accounts (MANAC) with the Country Director for his review and appropriate action.
- Highlight to the programme Manager financial issues which require immediate attention/action.
- Ensure effective budgetary control is undertaken for all activities in close liaison with the responsible officers.
- Review activities fund requests against the budgets and approve after ensuring such requests are within the budget balance of the respective activity.
- Support Programmes Manager in the production of budgets as part of proposal development.
- Verify budget before approving any payment requests.
- Ensure that procurement policy, Value for Money, Anti-bribery policies are fully understood and implemented and any potential for conflict of interest are avoided procedural systems are in place and operate efficiently and effectively.
- Maintain assets and materials control systems including a fixed asset register and stores Ledger by ensuring that, all goods received and issued are well recorded in the store's ledger, etc.
- Ensure Stored ledger is well balanced and reconciled with stock physical balances.
- Conduct/cause to be conducted periodical as well as yearend inventory.

External Audit preparation

Review all financial documents for all donors to ensure that:

- All payment vouchers are fully/properly authorised.
- All payment vouchers have sufficient supporting documents.
- All payment vouchers and their supporting documents are stamped "PAID" using relevant stamps. I.e., For ADH, ensure stamp with project symbol is stamped to all vouchers.
- Year-end process is well handled to ensure smooth closure of a financial year.
- Support in responding to Audit observations timely and implementing audit recommendations.
- Draft financial statements and the relevant schedules for statutory audit
- Liaise with auditors, both internal and external to facilitate smooth statutory and project audits and address any financial compliance issues.

Grants and Contracts 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 business partner 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 adjust 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.
- Support Network members in capacity development in Finance and Administration
- Participate in the grants kick-off meetings to ensure all award information is shared effectively with relevant staff across the organization and partners.
- Participate in proposal budget development in collaboration with program and MEAL team and advice on donor compliance requirements.

Administrative duties:

- Liaise with Office admin assistant in preparations of monthly staff meetings and send minutes to County Director
- Ensure office is well kept and provide conducive environment for workers to the best standards of office operation,
- Ensure office cleanness and smartness including proper arrangements of furniture, repairing broken furniture's Coordinate office consumables including water, teas, electricity etc.
- Liaising with procurement officer/ driver (s) to ensure maintenance of automobiles and office accessories (vehicles, photocopier etc)
- Undertake physical stock-taking quarterly to ensure timely distribution of items in Store.

Safeguarding responsibilities

- To comply with all safeguarding framework policies and practices
 - To Report and respond to safeguarding incidents reported by anyone connected with HelpAge work, using organizations' internal reporting mechanism.
 - To support staff to embed safeguarding measures in their role.
- **Others**
 - Be part of the senior management (Programme Management Team) in Kenya office and participate in Risk Management
 - Liaise with Finance Business Partner and seek advice/consult as appropriate.
 - Other duties as may be required by the Country Director and Finance Business Partner.

Requirements

- Alignment with HelpAge Mission and Vision Statement and core values.
- Impeccable level of integrity in handling funds in an accountable and transparent manner.
- University degree in Accounting or Finance is required.
- Must be qualified and have proof of ACCA / CPA (K), registered with the Institute of Certified Public Accountants of Kenya (ICPAK).

- In-depth experience in all Accounting and Financial management areas with strong technical knowledge of International (GAAP, IPSAS), local financial reporting standards, and compliances.
- At least four years of experience in financial management.
- Excellent written and verbal communication skills, including articulating ideas and feedback constructively.
- Advanced skills with MS Office suite (Word, Excel, Outlook, and SharePoint) and familiarity with financial and accounting information systems.
- A knowledge of leadership, mentoring, management, analytical and organizational skills demonstrated by the ability to work independently and within a team, assess priorities, and manage various activities with attention to detail.
- Understanding the principles of adequate documentation and audit and the procedures necessary to ensure audit compliance.
- Right attitude towards risk management activities, including assessing and recommending effective internal controls and mitigation actions,
- Excellent analytical skills.
- Excellent project management skills.
- Excellent relationship and conflict resolution skills.
- Ability to work both independently and collaboratively with a team.
- Authorization to work in Kenya without sponsorship.

How to Apply:

Please email your CV and cover letter to hr.kenya@helpage.org before the closing date to be considered for the shortlist.