

JOB DESCRIPTION

Job Title:	Project Accountant; KILIMO VC Programme
Company:	Self Help Africa – Kenya
Department:	Finance
Location:	Kenya
Reports to:	Head of Finance and Administration (HoFA)
Benefits:	21 days annual leave, Medical Insurance, 10% Employer pension contribution and 25% Leave allowance
Expected Travel:	Periodic travel within Kenya required
Job Purpose:	The purpose of the Programme Accountant role will be to ensure checks and balances in accounting, reporting and disbursement of funds. S/He will provide financial management by ensuring accurate and timely recording of financial data, processing of transactions and monitoring programme costs against donor guidelines, preparing financial reports and building capacity of partners. S/He will maintain high standard of accounting and financial control to ensure compliance with EU regulations
Key Responsibilities:	<p>Financial and Grant Management</p> <ul style="list-style-type: none"> • Manage programme related routine financial accounting in line with organisational policy, EU accounting standards, and compliance to policies and Kenyan legislation, ensuring timeliness, efficiency and completeness; • Verify the accounting records of the grantees to ensure accurate financial reporting and compliance with donor requirements • Prepare a schedule to be used for posting all grantees entries on PS Financials (PSF) • Review monthly grantee’s financial reports, assess the fund request from and liaise with the Head of Finance and Administration for disbursement of funds • In liaison with the Programme Manager, reconcile with the grantees on quarterly basis funds balances and related Key Performance Indicators/Results • Initiate payment processing according to internal policies and procedures • Compile monthly anticipated results, variances, comments and actions <p>Financial Planning and Budgeting</p> <ul style="list-style-type: none"> • In liaison with the Programme Manager, finance and other programme staff alignment activity plans with grants agreements; • Preparation and revision of monthly, quarterly and annual budget vs. expenditure; • Responsible for cash management of the project and monitoring disbursements of funds to grantees, partners and suppliers; <p>Donor Reporting and Compliance</p> <ul style="list-style-type: none"> • Prepare partner consolidated reports on monthly and quarterly basis • Prepare donor financial reports that comply with donor requirements; • Compile information for internal and external audits and coordinate the

	<p>expenditure verification exercise, special audits and respond to internal audit reports</p> <p>Support Duties</p> <ul style="list-style-type: none"> • Support design partner due diligence process • Support review of partner business plans • Prepare presentations for internal review meetings
Key Relationships:	<p>Internal</p> <ul style="list-style-type: none"> • Country Management Team • Programme Manager and other country programme staff • HQ Finance team <p>External</p> <ul style="list-style-type: none"> • Staff from partner organisations both finance and programme staff • Service providers
Qualifications, Knowledge and Experience:	<ul style="list-style-type: none"> • Must have a Bachelor's degree in Accounting / Finance and should have certified qualification (CA, ACCA, CIMA, CPA) and preferably, be a member of a recognized professional accounting institute • Five years practical experience in Financial Accounting, at least three of which should be in grants management. • Proficient in Microsoft Office, spreadsheet applications and computerized accounting systems • Demonstrated financial advisory, operational and analytical skills including high level of organisational, problem solving and facilitation skills; • Demonstrated experience in donor fund projects, undertaking risk assessments, internal audits and/or assessing internal controls.
Role Competencies	<ul style="list-style-type: none"> • Results-orientated with excellent communication skills, as well as curiosity and initiative • Proactive and motivated with a strong commitment to Self Help Africa's vision, mission and values • Attention to detail and the ability to produce timely and accurate reports • Ability to work as part of team across different cultures • Good analytical skills • Previous experience of managing USAID, EU and/or other donor funding • Experience working with organisations in partnership arrangements

This Job Description only serves as a guide for the position available and SHA reserves the right to make necessary changes.

This Job Description has been read and clearly understood.

Signed: _____

Name and Date: _____

Self Help Africa is committed to equal employment opportunities