

JOB DESCRIPTION

Job Title:	Head of Finance and Administration (HoFA)
Company:	Self Help Africa – Kenya
Department:	Finance
Location:	Kenya
Reports to:	Country Director
Job Purpose:	Under the overall managerial and administrative leadership of Self Help Africa (SHA) Country Director (CD), the Head of Finance and Administration will be directly responsible for the implementation and overall management of financial systems and controls of the Country Programme, including cash/bank management, management and financial reporting, budget administration, staff capacity building and all other related matters in Country. The HoFA is a key part of the senior management team of the Country Programme (with the CD and Head of Programmes) and is expected to play a key role in contributing to the development of financial systems across SHA, new programme development and the overall achievement of Country Programme goals.
Key Responsibilities:	<p>Country Programme Finance Management</p> <ul style="list-style-type: none"> Review monthly management accounts for approval by the Country Director for submission to Head Office based on the SHA management accounts procedures – includes monthly and year to date project and donors' expenditure, income and expenditure account, and other necessary information. In conjunction with the Head of Programmes (HoP), responsible for the preparation of the monthly anticipated results of the country office and projects. Responsible for the preparation of the Country Programme annual budgets (in liaison with Head of Programmes and Country Director) for submission to donors/Head Office. Responsible for the review of donor specific financial reports – monthly, quarterly or annually, as required by the donor contracts and guidelines, which agree with the corresponding narrative reports. These are submitted to Head Office for approval along with budget variance analysis and explanations. Support HoP and programme staff in the development of budgets during project design / proposal development processes to ensure value for money and cost recovery are considered and the budget formulation is accurate and clearly presented. Responsible for the preparation of the year end financial statements, arranging and ensuring the timely completion of the year end audit (accounting year end – 31 December). Monitor and ensure programme and administrative spending are all in line with agreed budgets, - identify potential under or over-spends and liaise with HoP internally, Head Office and donors as appropriate. Responsible for cash management and control of cash flow, preparation and monitoring of funds per project balances to be submitted along with cash request to Head Office, liaison with banks. Schedule regular monitoring visits to, and internal audit of, local partner organisations, ensuring their financial systems and controls are of an

	<p>appropriate standard to ensure security and effective management of funds advanced by SHA.</p> <ul style="list-style-type: none"> • Provide leadership, technical support and capacity building of staff in finance and administration matters, including SHA Partners. • Provide advice on all financial and administration matters to senior management team. • Develop and oversee the implementation of office procedures and policies on financial and administration matters to ensure adherence to such by every staff member. • Responsible for ensuring that all project budgets are agreed with the local government • Prepare requests for budget amendments as soon as changes are identified and approved by relevant stakeholders. • Check and approve payment documents, with reference to authority levels stated in the SHA operation manual, after checking completeness and accuracy. • Oversee the implementation of audit recommendations. • Coordinate the risk assessment of any new Partner organisation as part of the due diligence process prior to contracts being signed. • Review and provide input on the financial requirements included in the agreements made with Partner organisations. • Responsible for the development, implementation, review and amendment of the departmental work plan. <p>Operational Management</p> <ul style="list-style-type: none"> • Provide leadership to the Finance & Administration Department and ensure that procedures are adhered to by all staff in the country programme. Ensure the efficient management of staff, financial and other resources. • Where relevant, assist programme department staff in drafting, negotiating and issuing of contracts • Ensure reports are completed in accordance with deadlines and undertake report editing and review where necessary. • Ensure that appropriate SHA management, administration, personnel, logistic, finance, and communication systems are in place. • Review and monitor the completeness of HR administrative tasks on Salesforce. • Responsible for the review and update of the Job Descriptions of Finance and Administrative staff. • Initiate the performance appraisal of staff annually, in line with standard SHA procedures. Identify training & development requirements and facilitate training of staff as required. <p>Regulatory Environment</p> <ul style="list-style-type: none"> • Keep up to date with any changes in the regulatory environment (PBO Act, NGO Board, KRA and any laws that would affect the operations of the country programme. • Review proposed mitigating measures and measures for the compliance/adaption to the changes to the organization. <p>Safety and Security</p> <ul style="list-style-type: none"> • Ensure field site safety and security guidelines are prepared and
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	<p>reviewed at least bi-annually.</p> <ul style="list-style-type: none"> • Ensure all safety or security incidents (fires, vehicle accidents, theft, etc.) are appropriately recorded and reported by project staff to relevant parties. • Actively monitor field site safety and security and advise the CD about new developments. <p>Logistics/ Procurement / Assets Management</p> <ul style="list-style-type: none"> • Responsible for the review and maintenance of the fixed asset register in conjunction with the HR/Administrator on Salesforce, prepare quarterly updates of the fixed asset register and submit to Head office. • Ensure appropriate insurance for staff, property and associated programme goods and activities is in place in liaison with Admin Assistant. • Responsible for ensuring the efficient use and management of transport resources. • Provide leadership and supervise the procurement function and control and management of stock. • Oversee the Procurement Committee function and ensure that financial procedures are followed by the committee, the maintenance of transparency and ensuring value for money. • Responsible for ensuring compliance with all relevant donor finance regulations. <p>Human Resource Management</p> <ul style="list-style-type: none"> • Responsible for the administration of Country Programme human resources including annual appraisals of direct reports in line with SHA's Human Resource procedures. • Review SHA payroll on monthly basis to ensure that all relevant personnel information is up to date and local compliance with the employee tax deductions. • Ensure that payroll is updated whenever changes have taken place due to new recruitments, movement and death or any other additional information pertaining to Human Resource. • Maintain good team communication, engender good team dynamics and take remedial action when problems occur in collaboration with CD. • Ensure procedural compliance for recruitment and contracting of staff. ensuring that all employees are presented with a letter of appointment and staff record are intact and updated as changes are effected. <p>Representation</p> <ul style="list-style-type: none"> • In coordination with the CD, represent SHA at national Country regional and international levels. to donors, local and national government authorities, other NGOs, and any other parties as required. • Support the CD's strategic co-operation initiatives with government and national/international NGOs and CBOs active in the programme areas. • Provide coverage for other posts when needed and carry out any other responsibilities as requested by the CD /Programme Support Coordinator.
Key Relationships:	<p>Internal</p> <ul style="list-style-type: none"> • Kenya Country Director, Head of Programmes & Finance Team • CFO and Finance Managers UK & Ireland • Director of Programmes, Deputy Director of Programmes and

	<p>Programme Support Coordinators</p> <ul style="list-style-type: none"> • SHA Senior Management Team • SHA HOFAs in all countries <p>External</p> <ul style="list-style-type: none"> • Government departments, • Banks, external auditors and other service providers
Knowledge and Experience:	<ul style="list-style-type: none"> • Minimum of 15 years practical experience of which at least 5 years is at a senior management level, preferably in a mid to large international NGO.
Qualifications/Other Requirements:	<p>Essential</p> <ul style="list-style-type: none"> • Internationally recognized Accounting Qualification (CA, ACCA, CIMA, CPA) • Strong technical abilities and up to date knowledge of Generally Accepted Accounting Principles • Fluency in spoken and written English • Experience in the preparation and review of management accounts and the ability to critically analyse a trial balance • Experience of managing donor funds and contracts • Experience in the preparation of year end financial statements and managing annual external audits • Experience of managing, training and supporting staff <p>Desirable</p> <ul style="list-style-type: none"> • Willingness to travel nationally and internationally • Previous experience of managing USAID, EU or other government funding • Experience working with partner organisations • Experience of undertaking risk assessments, internal audits and/or assessing internal controls
Role Competencies:	<ul style="list-style-type: none"> • Excellent verbal, analytical, organisational and written skills • People management skills • Proactive and motivated with a strong commitment to Self Help Africa's vision, mission and values • Excellent ICT skills including a good knowledge of MS Office and accounting software • Attention to detail and the ability to produce timely and accurate financial reports

Self Help Africa is an equal opportunities employer