

## CHILDFUND INTERNATIONAL JOB DESCRIPTION

Title: **Finance and Administration Officer**

Location: **Country Office**

Reporting: **Program and Sponsorship Manager**

### **JOB SUMMARY**

Reporting to the Program and Sponsorship Manager, to provide accounting and reporting services for the Project including management of financial resources and monitoring and utilization of project funds to ensure compliance with specified policies and procedures.

### **DUTIES/RESPONSIBILITIES**

#### **Planning and Strategies**

- Taking a leading role in financial reporting and control especially in doing variance analysis to identify adverse trends and offer technical advice on funds flow and budget management.

#### **Process Accounting and Internal Controls**

- Overseeing over all recording procedures of ChildFund's Operational expenses and reports according to ChildFund policy and Generally Accepted Accounting Principles
- Establishing records and archives according to ChildFund's Country Office accounting policies
- Generation and provision of Management Information for institutional decision-making at the Area level and the ChildFund Country Office.

#### **Procurement Support**

- Guide the procurement committees in the procurement decisions, processes and procedures in accordance with Country Office procurement policies.

#### **Budgeting and Budgetary Control**

- Responsibility for budget development, implementation, control and reporting.

#### **Audits support**

- Ensure the Area Office meets ChildFund's and the Area Federation audit requirements.

#### **Staff Management & Administration**

- In charge of all personnel and administrative issues at Area level.
  - Development and Management of the Area Office Asset Register.
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- Together with other ChildFund personnel at the Area, ensure ChildFund policies and interests are protected in Acholi Area
- Participate in the development, implementation and over all evaluation of the office Area Strategic Plans (ASPs) in line with ChildFund’s BF agreed policies.

### **Capacity Building**

- Building the capacity of Area Federation of Parents, children, youth and other partners to manage community projects policies and procedures and Facilitating training in financial record keeping in rural communities, to ensure communities adopt good stewardship of the resources bestowed upon them.

### **QUALIFICATIONS/EXPERIENCE**

- Bachelor’s degree in Commerce, Finance or Accounting.
- Certified Public Accountants’ holder or relevant
- At least 4 years’ experience in finance and office administration
- Proficiency in accounting software and Microsoft Office Products: Advances Excel, word, Outlook.

### **Competencies and Attributes**

- Ability to manage interpersonal relations and work effectively with others, to establish and maintain good working relations.
- Self-guided, strong organizational and planning skills; Ability to work independently, under pressure.
- Proficiency in accounting software.
- High level of credibility and integrity.
- Innovative, problem solving and analysis skills.
- Financial management skills.
- Must be a team player.

*ChildFund International is committed to safeguarding the interests, rights, and well-being of children with whom it is in contact and to conducting its programs and operations in a manner that is safe for children.*

**Disclaimer:** *This job description is not an exhaustive list of the skill, effort, duties, and responsibilities associated with the position.*

### **Application Procedure**

Interested candidates who meet the above qualifications should send their applications to [KenyaHR@childfund.org](mailto:KenyaHR@childfund.org) to reach us not later than **Thursday, 2<sup>nd</sup> July 2020** to;

### **Human Resources Director**

**ChildFund Kenya**

**P.O. Box 14038-00800,**

**Nairobi**

Only shortlisted candidates will be contacted.

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