



JOB OPENING

Regional Finance and Administration Manager Nairobi

Action Africa Help International (AAH-I) is a regional African-led non-governmental organisation that supports livelihood-challenged communities in East and Southern Africa to sustainably improve their well-being and standard of living. With Country Programmes in South Sudan, Kenya, Somalia, Uganda, Zambia, and Ethiopia. AAH-I has over 30 years' experience working with communities in conflict and post-conflict situations, including refugees, internally displaced people and host communities. More recently AAH-I has expanded its activities to work with other marginalized communities, including pastoralists and people living in informal urban settlements.

Job Summary:

Provide finance and administration leadership for AAH-I to ensure standards of excellence through financial management, accountability and integrity. To guide and enable the HQ/Country Offices, with a focus on ensuring accountability, capacity building of finance staff, coordination of budget and planning processes and review of financial strategies for AAH-I that best serve strategic and program objectives. Promote an environment of integration, innovation, empowerment and responsible stewardship throughout AAH-I.

Key Duties and Responsibilities:

Strategic Financial Planning and Management

- Lead the long term and annual financial planning and budgeting process by providing contextualized budget guidelines for the HQ and Country Offices finance teams.
- Review, consolidate HQ and Country Offices' budgets and recommend them for approval to the Executive Director.
- Oversee the work and delivery of finance; administration; procurement and IT.
- Maintain donor engagement and represent AAH-I at donor meetings as required.
- Implementing a robust contract, financial management and reporting system for AAH-I.
- Ensuring compliance with the organization, donor and government financial, tax reporting and regulatory requirements.
- Oversee maintenance of security and accountability of cash on hand at HQ and at Country Offices.
- Supervise processing of all payments including verifying accuracy of invoices and support documents at HQ Offices.
- Familiarize finance staff at HQ and County Offices on operation and maintenance of intercompany accounts, and oversee monthly reconciliation of the same.
- Verify posting of transactions to journals, ledgers and other records, and prepare supporting account reconciliations on monthly basis
- Review and approve monthly funding requests from HQ and Country Offices and ensure that they are in compliance with AAH-I cash management policies and within committed budgets.
- Ensure appropriate financial monitoring frameworks and internal controls are in place in the HQ and in each Country Office.
- Ensure HQ and Country Offices are monitoring their spending against budget commitments to minimize under- and overspending

- Ensure HQ and Country Offices comply with donor contract requirements and year-end closing processes (including accrual accounting, carry-forward examination, pre-funding mechanism, etc.)
- Oversee and evaluate HQ and Country Offices' financial performance and efficiency through management of score cards and conducting periodic reviews of Country Offices.
- Conduct capacity assessment of HQ and Country Office finance departments to ensure the finance department are strategically positioned to effectively deliver and support delivery of AAH-I strategic mandate.
- Manage relationships with financial institutions that work with AAH-I and secure funds necessary for the operations of the organization.

Reporting

- Ensure timely monthly and quarterly financial reporting both at HQ and Country Office level.
- Prepare and present to the Executive Director and Board financial statements and reports as required.
- Coordinate and lead the annual external audit process including donor and project specific audits, ensuring that resulting queries are fully addressed.

Risk Management

- Ensure HQ and Country Offices comply with AAH-I Finance Manual and align with new initiatives related to systems and processes.
- Ensure clean and improved internal audit results and follow up implementation of audit recommendations by HQ/Country Offices.
- Enhance and oversee risk management processes by ensuring that audit and risk assessments are conducted periodically and any fraudulent activities are properly investigated and reported.
- Assess the internal control environment of HQ and Country Offices and support in designing and improving internal control systems and project accounting systems.
- Alert the Executive Director/Country Directors about risk in the HQ and Country Offices

Board Participation

- As appropriate, participate in Board meetings on specific finance sessions such as budget presentation, risk issues, sharing the quarterly financial management scorecard and presenting key issues to the Board.
- Present timely high quality finance reports to the Board as required.
- Provide orientation of the Board members on financial management as required.

Administration and IT

- Oversee administrative policies to ensure efficiency and cost effectiveness in: procurement services, office facilities, property and asset management.
- Ensure that the admin, IT & communication systems and processes support the internal and external relationships and ways of working that are prioritized for AAH-I.
- Ensure that admin, IT & communication systems safeguard and promote appropriate levels of access to the organization's information.
- Embed accountability mechanisms within the department to contribute to a culture of accountability and excellence.
- Provide oversight and management for all direct reports and lead the establishment and functioning of a strong, effective and coordinated team.

Expected Outcomes

- Financial systems of the organisation are well developed, implemented and monitored to reduce risk exposure and compliance to both organisational and statutory regulations.
- Organisational cash flow statements, budget adherence and audit gap closure statements prepared and submitted to the Executive Director and the Board for review.
- Organisational annual budgets are prepared in time for review and approval by the Board and a suitable monitoring process developed and implemented.
- Relationships between the organisation and the bankers, external auditors and other financial service providers developed and maintained.
- Procedures governing the engagement of external financial service providers are developed and periodically reviewed to ensure value for organisational resources
- Functional policies and strategies for finance; administration; procurement and IT developed and implemented.
- Donor contract requirements are adhered to and timely reporting is done as per agreements.
- Compliance to policies is monitored and controls put in place to mitigate risk.
- Directors and managers are provided with regular and appropriate financial reports that facilitate decision making.

Qualifications, Skills and Experience

- Master's degree in Finance, Business Admin, Accounting or equivalent
 - CPA (K) or equivalent certification
 - Minimum 10 years' experience in similar position preferably in an INGO.
 - Solid knowledge of accounting principles, financial systems, budget/cash-flow monitoring and internal accounting controls
 - Knowledge of and experience with donor and government grant regulations and financial reporting requirements.
 - Senior leadership experience in strategic financial and operational management.
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Additional Skills & Competences

- Knowledge and exposure to the social and cultural values of the region.
- Skilled in influencing and obtaining cooperation of individuals not under supervisory control; able to manage long-distance relationships to achieve results
- Strong inter-personal skills, and proven team-player
- Excellent written and oral communication skills
- Able to solve complex problems and to exercise independent judgment
- Able to work in a cross-cultural environment with a multi-national staff
- Good familiarity with Microsoft Office packages and SAGE accounting software.
- Good communication and interpersonal skills.
- Good analytical skills with good attention to detail
- Commitment to and understanding of AAH-I's vision, mission, and values.

Application Instructions

Interested candidates should email application letter and CV (with 3 referees) addressed to recruithg@actionafricahelp.org to be received by **30th April, 2020**. The email Subject Line must show the job title of the position applied for. AAH-I is an equal-opportunity employer. We thank candidates for their high interest in the opportunities we publish on our website. Due to the high number of applications we receive, we will only get back to shortlisted candidates. This interviews will be done on a rolling basis and will end once we have the right candidate for the position.