

# act:onaid Job Description and Person Specification

Job Title:	<b>FINANCE MANAGER</b>		
Department:	Finance and Operations	Job Family:	Finance and Operations
Reports to: <i>(incl matrix reporting)</i>	Finance and Operations Lead	Grade:	F
Location:	Nairobi		
Direct Reports:	Project Accountant, Finance Accountant – Payroll & Taxes, Finance Accountant - Payables		
<b>Job Role</b>			
Role Overview:	<p>The Finance Manager (FM) is responsible for all aspects of accounting and financial reporting, cash management, controllership and the budgeting functions of the Country Office. The FM provides training and coaching to finance staff as they assume more responsibilities. The FM ensures that projects and programs receive quality financial services required in a timely manner. The FM ensures that financial systems are in place and that senior managers enforce compliance with these systems and that financial risks are mitigated.</p> <p>The job holder shall be responsible for day-to-day general administration of the organization's finance and accounts functions. The holder of the position is expected to work within the International Accounting Standards (IAS &amp; IFRS), AAI Financial Management Framework and Local Financial Policies and Procedures to ensure that all ActionAid policies and procedures, donor regulations, accounting standards and local laws are fully complied with.</p>		
<b>Accountabilities</b>			
<b>Key Accountabilities / Responsibilities:</b>	<b>Key Activities</b>		
<b>Values Practice &amp; Strategy Change Priorities</b>	<ul style="list-style-type: none"> <li>• Leading Innovation and Change - Establish a culture of excellence in respective to a team that values experimentation and continuous improvement</li> <li>• Feminist Leadership – Championing feminist leadership principles and values including commitment to diversity and inclusion (race, gender, power)</li> <li>• Child protection and safeguarding – Embed AAIK and sector's approach to child protection and Safeguarding is embedded in all initiatives holistically</li> <li>• AAIK Values Practice – Ensure a personal and team culture that demonstrates all of AAI's Values including Mutual Respect, Equity and Justice, Integrity, Solidarity with people Living in Poverty and Exclusion, Courage of Conviction, Independence and Humility.</li> </ul>		
<b>Policies and Frameworks</b>	<ul style="list-style-type: none"> <li>• Ensuring effective implementation of AAIK's finance and accounting policies and procedures.</li> <li>• Undertaking periodic reviews of finance and accounting policy stipulations in AAIK manuals.</li> <li>• Timely preparation of monthly management accounts, quarterly management and statutory reports reporting schedules, tables and analyses.</li> <li>• Maintenance of all bank correspondences and communication.</li> <li>• Ensuring maximum use of the SUN, Vision &amp; TM1 systems in AAIK's programme</li> </ul>		

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<p><b>Capacity Building</b></p>	<ul style="list-style-type: none"> <li>• Conducting partner's needs assessment on need basis</li> <li>• Developing training materials to be used for capacity building of the partners.</li> <li>• Capacity building Partners in the following areas: Budgeting, Forecasting and Variance Analysis; Software and Accounting Procedures; Financial Reporting (Cash and Treasury Management), Grants liquidation, Policy &amp; Procedures Compliance; Internal &amp; external Audit responses; HR Structure and organisational development; Payment Modalities (Cash, Bank &amp; Mobile, credit cards); Asset Management, Governance matters and documentation.</li> <li>• Constant monitoring of partners grants and expenditures on a regular basis.</li> </ul>
<p><b>Donor Projects Financial Management</b></p>	<ul style="list-style-type: none"> <li>• Consolidating monthly, quarterly and annual donor reports and reconciliations for donor funded projects in the Center.</li> <li>• Ensuring financial compliance with the donor contracts for assigned projects.</li> <li>• Preparing and submitting donor reports for assigned projects.</li> <li>• Supporting fundraising by getting involved in proposal writing and budget development.</li> <li>• Coordinating management of the partners working in various projects in terms of partnership assessments, grants advancing, follow up and capacity building.</li> <li>• Evaluating and processing cash requests for all projects and ensuring funds are available for project implementation.</li> <li>• Ensuring proper filing of all project documentation.</li> <li>• Reviewing partners financial reports and documentation.</li> <li>• Updating the organizations projects Dashboard on a quarterly basis.</li> </ul>
<p><b>Financial Management and control</b></p>	<ul style="list-style-type: none"> <li>• Ensuring effective implementation of AAIK finance and accounting policies and procedures within the overall framework and structure of the ActionAid International Financial Policies and Procedures Management Framework (FMF)</li> <li>• Undertaking regular periodic reviews of finance and accounting policy stipulations in AAIK manuals in line with the ActionAid "Top 10 Basic" compliance</li> <li>• Reviewing and keeping proper records of all receipts, payments, accruals and related accounts</li> <li>• Continuously review, evaluate, develop and implement an internal control system to maintain the financial integrity of AAIK</li> <li>• Interpret and comply with established ActionAid International and AAIK corporate policies as laid down in the ActionAid International and AAIK Financial Policies and Procedures.</li> <li>• Develop and regularly review and update an appropriate Risk Register</li> <li>• Matrix for finance and integrate it into the CP's overall risk matrix</li> <li>• Manage the cash flow position of AAIK, ensuring AAIK has sufficient cash to enable effective implementation of programme work and meet immediate obligations</li> <li>• Manage and comply with the stipulated and necessary reserves at LRP and Country levels</li> <li>• Participate in and/or facilitate partner NGOs/CBOs organizational and capacity assessment and development</li> <li>• Review grant requests to partners in line with AA approved budget and policies, follow up and ensure partner retirement of grant in accordance with AA policies</li> <li>• Ensure AAIK's compliance with AA's Top 10 Basics.</li> <li>• Ensure the organization's assets and liabilities are safeguarded and recorded correctly.</li> <li>• Advising the Senior Management Team (SMT) on significant shifts in foreign exchange rates movements on a regular basis.</li> <li>• Oversee custody, backup and control of accountable documents.</li> </ul>

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	<ul style="list-style-type: none"> <li>• Timely preparation and availability of financial statements for internal and external audits.</li> <li>• Implementation and clearance of internal and external audit issues and recommendations.</li> <li>• Ensuring compliance with statutory obligations.</li> </ul>
<b>Grant Management</b>	<ul style="list-style-type: none"> <li>• Coordinating management of the partners working in various projects in terms of partnership assessments, grants advancing, follow up and capacity building.</li> <li>• Regular assessment and strengthening of partners' and CBO's financial management capacities to ensure compliance with grants requirements and enhanced reporting</li> </ul>
<b>Reporting</b>	<ul style="list-style-type: none"> <li>• Timely and accurate preparation of monthly management accounts, quarterly management and statutory reports according to reporting schedules, tables and analyses.</li> <li>• Ensure that regular, accurate and timely financial and management reports are prepared and issued to the Finance and Operations Lead , SMT, donors, and AA International as specified in the ActionAid International Financial Policies and Management Framework.</li> <li>• Prepare and submit financial reports as per organizational and statutory requirement/required by local legislation.</li> <li>• Ensure that effective systems are in place to allow adequate financial monitoring.</li> <li>• Ensure period end/year end processing aspects are adhered to.</li> <li>• Learning from and facilitating capacity development of AAIK partners in financial management and reporting.</li> </ul>
<b>Plans, Budgets and forecasts</b>	<ul style="list-style-type: none"> <li>• Preparing, processing and consolidating necessary budget information in line with the planning guidelines.</li> <li>• Timely preparation of quarterly reporting packs and end year packs</li> <li>• Preparing, processing and consolidating necessary budget information in line with the planning guidelines and procedures agreed with AAI and in accordance with specific needs of AAIK, and submit to the Global Secretariat (GS) for review and endorsement/approval.</li> <li>• Support fundraising efforts by working with committee to develop budgets for funding proposal and providing any required financial documents to support proposal submissions including copies of external audit reports etc.</li> <li>• Prepare detailed forecasts and expenditure budgets and summary budget tables and ensure that they are consistent with ActionAid international requirements.</li> </ul>
<b>Internal and External Audit</b>	<ul style="list-style-type: none"> <li>• Coordinate both internal and external audits within Finance</li> <li>• Ensuring implementation and clearance of internal and external audit issues and recommendations</li> <li>• Ensuring compliance with statutory obligations</li> <li>• Ensuring timely preparation and availability of financial statements for internal and external audits.</li> </ul>
<b>Resource mobilisation and accountability</b>	<ul style="list-style-type: none"> <li>• Participate in Expression of Interest and proposal development for funding</li> <li>• Provide information in reports to donors.</li> <li>• Maintaining a robust accountability system including: Accountability to the people living in poverty and exclusion, AAIK's resource partners, statutory obligations and internal governance</li> <li>• In collaboration with Team Leader, ensure operationalization of accountable systems within implementing partners, communities and stakeholders</li> <li>• Ensure personal accountability on assigned resources at all times</li> </ul>

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<b>Asset management</b>	<ul style="list-style-type: none"> <li>• Liaise with all LRP Coordinators regarding assets within the Field Offices and collate these into one asset register.</li> <li>• Liaise with IT Support Services to ensure assets are insured.</li> <li>• Ensure that an inventory is taken of all assets every 6 months.</li> <li>• Liaise with all LRP's regarding lease agreements for all Field Offices to support phase-out of LRPs.</li> <li>• Ensure up-to-date lease agreements and monitoring of these contracts.</li> <li>• Assist and give guidance on moving, removal and insurance of furniture and assets during removal.</li> <li>• Ensure legal compliance of all property and lease agreements.</li> </ul>
<b>Operations</b>	<ul style="list-style-type: none"> <li>• Leading and participating procurement committee deliberations including annual tendering and bidding process.</li> <li>• Ensuring effective and efficient utilization of resources.</li> <li>• Review and ensure there are an updated asset register</li> <li>• Overseeing timely preparation and payment of employees' salaries, tax and other statutory deductions</li> </ul>
<b>People Management</b>	<ul style="list-style-type: none"> <li>• Provide unit oversight and directly supervise staff by reviewing individual work plans.</li> <li>• Ensuring efficient and effective management of staff within the unit taking into account staff skills.</li> <li>• Undertake performance appraisal for staff in the finance unit and initiation of correction actions for identified gaps</li> <li>• Facilitate and provide induction, training, coaching, mentoring and advice within the unit and to partners</li> </ul>
<b>Other Duties</b>	<ul style="list-style-type: none"> <li>• Perform other functions that will be assigned by the Finance and Operations Lead from time to time.</li> </ul>
<b>Typical People Management Responsibility</b>	
<b>Approximate number of people managed in total</b>	<b>3</b>
<b>Matrix Manager – (projects/dotted line)</b>	<b>No</b>
<b>Team Leader</b>	<b>Yes</b>
<b>Manager of Team Leaders/Managers</b>	<b>No</b>
<b>What is the global remit? Operates in:</b>	
<b>Own country</b>	<b>Yes</b>
<b>Key Relationships to reach solutions</b>	
<b>Internal (to ActionAid or team)</b>	<b>External</b>
<b>Programme and Strategy unit, LRP Coordination &amp; Country Senior Management Team</b>	<b>International Platforms, Partner community, CBOs, NGOs, networks and alliances</b>
<b>Finance Advisor (AAI-GS)</b>	<b>Bank correspondents</b>
<b>Peer Accountants</b>	<b>Peer international NGO leaders</b>
<b>Person Specification</b>	
<b>Education &amp; Certifications</b>	<ul style="list-style-type: none"> <li>• Bachelor of Commerce degree, (Finance), master's in business administration (Finance) from a recognized university and a member of an accounting body (ICPAK).</li> <li>• A Certified Public Accountant (CPAK) or ACCA Finalist or its equivalent</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Have at least Eight (8) years working experience in finance/accounting function</li> <li>• Have demonstrated high understanding of finance and accounting matters; and</li> <li>• Have rich experience in programme and projects financial management.</li> </ul>

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Essential knowledge & skills		<ul style="list-style-type: none"> <li>• A strong commitment to AA's vision, mission and values, especially the Human Rights based approach and the principles of equal opportunity as outlined in AAIK Code of Conduct.</li> <li>• A strong commitment to adhering to and promoting AAIK's approach to Sexual Harassment, Exploitation, and Abuse and other Safeguarding concerns (including child abuse and abuse of adults at-risk).</li> <li>• A good understanding of human rights, women's rights, and socio-economic justice</li> <li>• Have demonstrated high understanding of finance and accounting matters</li> <li>• Strong analytical/problem solving, and management of crisis, conflict and risk</li> <li>• A strong commitment to embedding the feminist leadership and AAIK's humanitarian signature.</li> <li>• Excellent conceptual, analytical, documentation and presentation skills</li> <li>• Excellent skills in facilitation and capacity building for inter-linkages amongst staff, partners &amp; stakeholders</li> <li>• Excellent planning and prioritization skills</li> </ul>
<b>Competency Profile</b>		
Leading organisation	Strategic perspective	Demonstrate alignment of the Organisation's strategic priorities and goals.
	Change management	Uses effective strategies to facilitate organisation change initiatives and overcome resistance to change by involving others, listening and building commitment.
	Decisiveness and Agility	Prefers quick and appropriate actions in many management situations, able to adapt and respond to fast changing eco system/environment.
Leading others	Leading Teams	Attracts, motivates, and develops high performing teams.
	Building Collaborative Relationship	Builds productive working relationships with co-workers and external parties, whilst valuing diversity (gender, race, culture).
	Communication	Expresses ideas clearly and concisely; disseminates information about decisions and plans proactively.
Leading self	Leading with Purpose and Credibility	Acts in accordance with stated values; has strong commitment to develop, promote and practice AAI's values
	Innovation and Taking Initiative	Takes charge and proactively seeks new ideas, experiments with new processes/practices that capitalizes on opportunities