

JOB DESCRIPTION

Job Title:	Finance Manager
Location:	Nairobi.
Reporting to:	Country Manager
Management responsibility (if applicable)	Finance Officers, Admin Officers
Key Relationships:	In country: Programme staff, Partners' finance staff Global: Finance Director, Finance. Head of Finance, Business partners , Internal Auditor, Global Operations Manager, other Country Finance Managers
Type of position:	<i>National position</i>
Grade and Salary:	In Line with Kenya Country Salary Structure
Contract terms and hours:	Fixed term: 37.5 hours per week

Background:

Saferworld is an independent international organisation working to prevent violent conflict and build safer lives. We work with people affected by conflict to improve their safety and sense of security, and conduct wider research and analysis. We use this evidence and learning to improve local, national and international policies and practices that can help build lasting peace. Our priority is people – we believe in a world where everyone can lead peaceful, fulfilling lives, free from fear and insecurity. We are a not-for-profit organisation operational across Africa, Asia and the Middle East, and in policy/advocacy locations in Beijing, Brussels, London, and Washington DC.

The success of our organisation's mission depends on people. Capitalising on what is unique about individuals and drawing on their different perspectives and experiences will add value to the way we work. Saferworld is committed to the principles of equality of opportunity for all and seeks to promote a positive approach to equality and diversity and within the scope of the relevant legislation, to have a workforce and working environment that is free of discrimination, prejudice, stereotyping, harassment, victimisation and undignified behaviour. We oppose all forms of unlawful or unfair discrimination

Saferworld in Kenya:

Saferworld has been working in Kenya since 2000 at national, sub-national and community levels. We work with a range of civil society and governmental partners to transform policies and practices so that they support peace and security. Over the past 20 years, we have contributed to positive change in the areas of community security, election violence, resource-based/climate related conflicts, conflict-sensitive development and investment, small arms and light weapons control, and police reform. We take a people-centred approach to tackling issues that cause insecurity. Core approaches underpinning our work include conflict sensitivity, gender sensitivity and working across multiple levels. This means advocating at a national level, based on programme experience, and making sure that the diverse voices of the people we work with in different counties and contexts are included.

Job Purpose:

The Finance Manager is responsible for monitoring financial management and performance of all programs/projects and partners in the region, ensuring compliance with global standards, systems and processes as well as donors' rules on financial management. Provide strategic financial support to the Country Managers in strategic planning, reporting and risk management.

Specifically, s/he will:

- Provide close and pre-emptive support to programmes and partners in the development of systems and processes that facilitate sound finance and project management; training and capacity support of partners;
- Lead on budget and finance management alongside the programme and funding teams; providing quality, timely, reliable and accurate data for programme delivery as well as for planning, sound decision-making and risk management
- As a key member of the Senior Management Team, the Finance Manager will work with the Country Manager (s) and colleagues to ensure sound internal controls and legal compliance.
- Lead on financial reporting internally and to donors ensuring quality and timeliness.

Roles and responsibilities:

Lead in financial planning, management, system development

- Manage the finance team responsible for keeping financial records and performing financial procedures (receipts, payments, petty cash, payroll), including records of transactions related to programme activities
- Develop and implement financial strategies, policies, and procedures.
- Conduct thorough financial analysis to identify trends, variances, and opportunities for improvement.
- Lead development and maintenance of robust financial controls (bank reconciliations and other control accounts, finance reports, etc.)
- Oversee staff to ensure accurate data entry into the accounting system, leading improvement and system enhancement work, ensuring good housekeeping
- Lead financial reporting via Sun (our global accounting system) to Saferworld colleagues, donors, and UK office with a focus on optimal performance
- Effectively organise and manage internal and external audits as per donor policies where appropriate
- Produce statutory (legal) accounts and other legal returns as appropriate
- Collaborate with Programme teams to create and manage the annual budget.
- Monitor budget performance and provide regular updates to management.
- Prepare Monthly Management Accounts
- Implement Saferworld Finance and Purchase Procedure for accountability, transparency, and compliance purposes to meet audit requirements and standards.
- Lead the finance staff towards successful financial management.

Lead in developing capacity support and collaborative relationships with Saferworld staff and partners to ensure effective financial management across the board

- Develop strong relationships with all Saferworld colleagues to enhance their understanding of finance and build their knowledge; in particular, develop strong relationships with non-financial staff in remote offices, who will be responsible for day-to-day financial reporting and accounting
- Manage team in building knowledge and understanding with partners so that they effectively and transparently manage their funds
- Ensure formal and informal training of staff through one-to-one coaching and training in larger groups on accounting concepts and financial performance monitoring

Partner Management and Capacity Building:

- Support partner finance staff through capacity building on Saferworld and donor financial regulations and compliance
- Support partner's preparation and implementation of a detailed work plan linked to the approved budget on quarterly, semi-annually, and annual plans.
- Undertake personal training, coaching and capacity building to partner organizations particularly their finance staff to ensure that partner organizations work in accordance with Saferworld acceptable standards and objectives
- Support on regular performance assessments and reviews of partner organizations, including planning and coordination of external and internal Saferworld audits, to ensure that donor and statutory audit requirements are met and that the capacity building programme is delivering agreed results, making necessary adjustments as circumstances change
- Bi-monthly follows up meetings with partners to ensure compliance

People Management

- Direct line management of Finance Officers and Admin officers
- Provide strong leadership to the finance team, setting clear expectations and goals.
- Foster a positive and collaborative work environment.
- Motivate and inspire team members to achieve high levels of performance.
- Establish clear performance expectations and key objectives

Key working relationships

- Kenya Country Manager
- Head of Finance
- Finance Business Partners
- Finance Officer
- Administration team
- Programme staff and partners
- People Team

Scope and accountability

Decision making and limits of authority	<ul style="list-style-type: none"> • The post-holder is responsible for leading on and monitoring the country programme finance management. She/he leads on finance procedures design and implementation. • As per Saferworld authorization matrix
Financial resources	<ul style="list-style-type: none"> • As per the budget.
People management	<ul style="list-style-type: none"> • Direct Line Management – Finance Officer, Finance Assistant & Admin assistant
Legal, regulatory and compliance responsibility	<ul style="list-style-type: none"> • Ensure compliance with Saferworld policies and procedures (Global and Kenya). • Ensure compliance with national legislation and donor requirements. Ensure all accounts are completed and recorded in line with country financial regulations.

Person specification

Knowledge, qualifications and experience

- Bachelor's degree in finance or a relevant subject. A master's degree is an added advantage
- A recognised accounting qualification (CPAK, ACCA)
- Membership in professional association Such as ICPAK

Experience

- 6-10 years' experience of accounting including at least 3 years' experience in financial management/administration within an non-governmental organisation (NGO) preferably INGO.
- Experience in computerised accounting software (Sun System or any other systems) and an aptitude for system improvements and developments
- Experience in financial reporting and working with budgets from major donors such as SIDA, USAID, FCDO, EU among other
- Experience in developing and improving financial systems
- Experience in management reporting
- Management experience, including line-managing staff
- Experience of living and working in a difficult environment

- Experience of conducting capacity-building for partners and staff on financial systems and good financial practices

Skills and abilities

- Good IT skills, knowledge in operating MS Office.
- Fluency in English and Swahili languages
- A positive problem-solving approach.
- Excellent relationship building and communication skills, including ability to facilitate dialogue and provide advice, guidance and coaching.
- Willingness to promote the work of Saferworld and develop collaborative work with others.
- Ability to undertake extensive travel within a context like Kenya and abroad.
- Demonstrated commitment to principles of transparency, accountability, respect and honesty.
- Ability to work on his/her own, but also with a proven track record of working effectively as part of a team.
- Enthusiasm to learn and apply new knowledge and skills.
- Strong planning and organising skills, including handling complex and conflicting demands and ability to project manage change processes.
- Ability to analyse situations and data, identify trends and patterns and produce reports.

Personal qualities

- Commitment to and compliance with Saferworld's safeguarding principles
- Commitment to respect and value equality and diversity, and understanding of how this applies to own area of work
- Commitment to own continuing personal and professional development
- Commitment to the vision, mission and values of Saferworld

Other requirements

- Regular Travel to the field/partner offices

Application process

To apply: Send your CV and a cover letter addressing the person's specification and why you feel your experience matches the requirements of the role to jobs@saferworld.org.uk with subject **Ref: KEN_FM**.

Recruitment will be undertaken on a rolling basis

Saferworld is an equal-opportunity employer that is committed to diversity and inclusion in the workplace.

Saferworld does not charge any application, processing, training, interviewing, testing, or other fee in connection with the application or recruitment process.

Deadline for applications: 8th March 2024