



SENIOR FINANCE OFFICER - JOB DESCRIPTION

INTRODUCTION

Habitat for Humanity Kenya (HFH Kenya) is a national non-profit organization that began its operations in 1982 as an affiliate of Habitat for Humanity International. The affiliation is guided by a National Affiliation Agreement (NAA) and a Memorandum of Understanding (MOU). HFH Kenya's vision is: "A nation where every family has a decent place to live." Mission: "Seeking to put God's love into action, Habitat for Humanity Kenya brings people together to build homes, communities and hope". Our overarching goal is: "Enabling low income families access decent and affordable shelter"

CONTRACT DURATION	2 YEARS
LOCATION	Nairobi
DIRECT SUPERVISEES	Project Accountant, Finance Officer, and Assistant Finance Officer
RELATIONSHIP WITH OTHER DEPARTMENTS	Programmes, HR, Partnerships and Communications Departments

JOB PURPOSE

Under the direct supervision of the Head of Finance and Operations, the Senior Finance Officer (SFO) will oversee sound financial management and accounting of Habitat for Humanity Kenya's (HFHK's). The Senior Finance Officer will be responsible for overall monitoring of project expenditures; financial reporting and auditing; forecasting expenditures; financial analysis; and maintaining and supervising project accounts, books of accounts, banking, and financial operations, assist Head of Finance and Operations in doing Board reports (Finance and Operations report).

He/she ensures that all approved policies and procedures are always adhered to and capacity build both finance and non-finance staff on existing policies and procedures that ensures effective and efficient use of financial and administrative resources. He/she will advise the HOD Finance & Operations and management team on all financial aspects of HFHK. The Senior Finance Officer reports to the Head of Finance & Operations and has full responsibility to lead and guide, coach, motivate and mentor the Finance team under him/her.

DUTIES

- 1. Manage the accounting functions:** Assist Head of finance and operations in directly managing the development, documentation, implementation, and monitoring of HFHK's financial transactions to ensure they are recorded (Posted to Sun System) and coded in line with fund accounting policies and donor reporting framework (i.e DBL & Project codes), on an accurate and timely basis and financial reports are provided to the different stakeholders by the prescribed deadlines.
- 2. Maintain a strong internal control environment:** Promote a shared culture and ownership of maintaining strong internal controls throughout the organization. Help in the development, documentation, and monitoring of internal control processes that are in line with existing HFHI and HFHK finance policies and prevent loss of and misuse of organization's assets. Promote a culture of

strong internal controls throughout the organization.

3. **Financial Reporting:** Assist Head of finance and operations in production and analysis of timely and accurate “Actual vs. Budget” financial statements direct from the National Office’s financial database and monthly/Quarterly management accounts and monitoring for performance and efficiency. Ensure delivery of full balance sheet reconciliation on monthly basis.
4. **Cash Flow Management:** Ensure that HFHK is well resourced by preparing the organizational monthly and quarterly forecast, supervision and review of the office petty cash and suppliers’ payment in compliance with finance policies. Oversight on bank management.
5. **Advances:** Oversight over travel and program advances ensuring that all advances are accounted for on a timely manner and adheres to staff business and travel advance policy.
6. **Fundraising and Grants Management:** Track expenditure of all grants and projects and prepare timely monthly, quarterly, annual or on-demand financial reports for management and donors, in agreed formats as well as ensuring compliance with donor rules and regulations including full cost recovery of overhead expenditure.
7. **Personnel Management:** Assist Head of finance and Operations in recruiting, developing, train, supervise and appraise finance staff under him/her to achieve the department’s overall responsibilities as well as to support the achievement of the organization’s strategic and operational objectives.
8. **Tax and compliance management:** Assist Head of finance and Operations in ensuring that the organization always remains compliant with all relevant laws and regulations by constantly monitoring of HFHKenya iTax system, the legal and regulatory environment and ensuring adherence to the same.
9. **Payroll Administration:** Assist Head of Finance and Operations in ensuring timely and accurate preparation of payroll data and reconciliations are reviewed and signed off as per the HR manual. Ensure that statutory deductions are remitted to the relevant authorities in a timely and consistent manner, and personnel costs are correctly posted.
10. **Internal and External Audits:** Assist Head of Finance and Operations in coordinating and supervising the internal audits, annual and project audits and ensuring that the audits are carried out within the stipulated time. The position holder will also support the Head of finance and operations in implementation of the audit and risk assurance committee resolutions and recommendations.

KEY PERFORMANCE INDICATORS

- Sound Financial Management for HFHK.
- Strict implementation of the organisation policies.
- Timely and quality Internal & external Reporting.
- People management skills.

QUALIFICATIONS

- Bachelor's degree in accounting, Finance, Commerce, Business Administration, Economics, or related fields.
- Diploma in management
- Professional Qualification CPA/ACCA/CIM
- Must be a registered member of ICPAK with good standing

KNOWLEDGE, SKILLS & ABILITIES REQUIRED

- Demonstrated financial management, analytical and computer skills, with emphasis on Finance management, budgeting, accounting, and financial analysis.
- Demonstrated experience in practical application of enterprise-wide computerized Financial Accounting systems (e.g. Sun Systems, SAP, Agresso, Navision). Sun Systems v6 experience preferable.
- Experience and high level of proficiency in Microsoft Excel
- Experience in capacity building and working with the public and private sectors, especially with county government and other governments agencies such as IRA, RBA, NGO Board, KRA etc.
- Demonstrated experience leading teams to achieve successful project implementation, financial management, and reporting.
- Critical thinking and creativity.
- Experience of Board report presentation
- Good written and verbal communication skills
- Strong interpersonal and conflict resolution skills.

EXPERIENCE

- 5 - 7 years' work experience in a busy organization, private business or Non-Governmental Organization, out of which 3 years should have been in management level with responsibilities for overseeing the Finance function of an organization.
- At least 2 years' experience in grant management.

OTHER INFORMATION

- Active support of HFHK Values:
 - Humility – We are part of something bigger than ourselves
 - Courage – We do what's right, even when it is difficult or unpopular
 - Accountability – We take personal responsibility for Habitat's mission
- Ability to work long and odd hours and occasionally, the position holder may be expected to work outside of regular working hours.
- Confidentiality
- Honesty
- High levels of integrity

Safeguarding: HFHI requires that all employees take seriously their ethical responsibilities to safeguarding our intended beneficiaries, their communities, and all those with whom we work. Managers at all levels have responsibilities to support and develop systems that create and maintain an environment that prevents harassment, sexual exploitation, and abuse, safeguards the rights of beneficiaries and community members (especially children), and promotes the implementation of Habitat for Humanity's code of conduct

How to apply

If your background, experience and competence match the job specifications, please submit your CV & motivation letter as a single file to hr@hfhkenya.org by **Thursday 18 July 2024** with the position applied

for in the subject line.

Due to the expected high volume of applications, note that only shortlisted candidates will be contacted.

Habitat for Humanity Kenya is an equal opportunity employer, and as such, HFHK makes employment decisions and provides equal employment opportunity without regard to an applicant's race, religion, color, sex (including pregnancy, sexual orientation, or gender identity), national origin, age, or disability.

The protection of your personal data is important to HFHK. By submitting your application, you consent to HFHK using your personal data only for the recruitment process to have all the information and documents necessary to proceed with the recruitment, validation of your application and selection of the most suitable candidate. Your personal data will be treated confidentially. HFHK will not use your personal data in any other way other than for purposes of recruitment.

Report fraud at heal.habitat.org