



PROJECT FINANCE OFFICER

Duty Station: Nairobi

Reports to: Finance & Administration Director

JOB SUMMARY

The Finance Officer is responsible for providing financial support to ACHAP Afya project to ensure the smooth running of the financial management of the project. This includes handling day to day financial operations with particular emphasis on handling accounts payable and receivable, expense reports, cash handling, payments and compliance to ACHAP and donor financial policies. S/he will implement and maintain an on-site financial accounting and bookkeeping system required to assure the integrity and effective performance of the project's financial operations.

SPECIFIC RESPONSIBILITIES:

- Implement administrative processes, regulations, and procedures of ACHAP as well as receivables management.
- Ensure timely review and feedback on monthly financial reports from Sub-grantees in compliance with budget and donor regulations.
- Prepare and review budgets ensuring high quality standards and optimum cost standards in alignment with organizational and donor requirements
- Provide technical guidance and support to partners in setting up systems to monitor adherence to financial and procurement rules e.g. co-financing, exchange rates, interest and budget rules in line with contractual requirement
- Under the guidance of the Head of Finance & Operations communicate with donors or ACHAP donor account managers to help resolve specific problems or respond to donor information requests
- Support to ensure partner sub-grants are disbursed and accounted for in line with contractual requirements – e.g. pre-assessments, budget tracking, procurement, reporting and continuous capacity building
- Examines financial documents such as invoices, vouchers, expense reports and other documents such as LPOs to ensure the completeness, accuracy, reasonability and validity of financial data.
- Provide technical support to ensure effective income tracking including cash flow, pre-financing, timely and accurate payment requests and tracking outstanding amounts due from donors
- Track, document and disseminate donor reporting trends, quality assurance issues and feedback from donors



- Coordinate the collation of institutional grants and contracts information required to comply with ACHAP OPPM and donor agencies
- Support contract management capacity development through inception workshops, coaching, mentoring, online training and other support as required
- Participate in community of practice on institutional income planning and contract management
- Regular monitoring and management reports against key indicators, taking appropriate action where necessary including flagging risks for appropriate management action
- Guidance on and review of narrative and financial reports to ensure quality assurance before submission to donors
- Technical guidance and support to partners in preparing for and managing donor audits including liaison with auditors and negotiating contested findings where appropriate
- Posting entries into the accounting system on a daily basis.
- Ensures that accounting documents are filed on a timely basis, proper accounting records are maintained and compatible with standard accounting practice, ACHAPS OPPM and donor guidelines and availed when required
- Prepare DA1 VAT exemption forms and maintain all records relating to VAT exemption applications to donors, refundable VAT from suppliers, etc on a regular basis
- Monitors and reconciles travel expenses and project expenses to individual advances on a regular basis.
- Bank reconciliations?
- Develop and maintain excellent professional relationships with colleagues, counterparts at ACHAP, consortium partners, subgrantees and donors
- Any other related duties as assigned

REQUIRED QUALIFICATIONS AND EXPERIENCE:

Education

- Bachelor's degree and/or professional qualification in Accounting, Finance, Business Studies, Auditing, Economics or related field
- CPA (K), ACCA, CISA

Knowledge

- At least 5 years' experience in NGO sector in finance
- Experience of managing USG/USAID grants/contracts and from other institutional donors
- Ability to provide clear guidance on donor policies and procedures to other staff



- Good understanding and experience of working with proposals and contracts from institutional donors
- Knowledge and experience in use of accounting systems especially Sage.
- Experience of setting up and managing donor compliance monitoring systems, developing and implementing relevant tools
- Strong financial skills encompassing proposal budgeting, income tracking, budget monitoring and financial reporting
- Comprehensive understanding of financial reporting, review and analysis
- Understanding and participating in donor financial compliance audits

COMPETENCIES RELEVANT FOR THE SPECIFIC POSITION:

These are rooted in the mission, values, and principles of ACHAP and used by the Project Finance Officer to fulfill his or her responsibilities and to achieve the desired results:

Skills and Abilities

- Demonstrated ability to work with and in teams and counterparts in other agencies and organizations
- Ability to transfer skills and knowledge through, training, mentorship and accompaniment
- Strong interpersonal, writing, presentation, and organizational skills
- Excellent written, oral communication
- Excellent computer skills (Microsoft Office)
- Demonstrated ability foster integration in programming approach

SUPERVISORY RESPONSIBILITIES:

None

Interested candidates should submit their applications to: hr@afriachap.org indicating position you are applying for on the subject of the email. Closing date: 18th September 2020