

FINANCE AND ADMINISTRATION OFFICER (KENYA)

Terre des Hommes Netherlands is looking for a Finance and Administration Officer for the Kenya Country Office, to be based in Nairobi, Kenya. This is a full-time position open to applicants who can prove the right to live and work in Kenya.

Background

Terre des Hommes Netherlands (TdH NL) is an international non-governmental organization committed to stopping child exploitation. Our mission is to protect children by preventing and stopping child exploitation, and by empowering children to make their voices count. Our vision is that children can flourish in a world free of all forms of exploitation.

Our vision and mission are inspired and guided by international human rights instruments and standards, in particular the United Nations Convention on the Rights of the Child, the Council of Europe's Lanzarote Convention, the International Labour Organisation Conventions and aligned with achievement of the SDGs, in particular Goals 5, 8 and 16.

In 2022, Terre des Hommes Netherlands launched its 2023-2030 *Listen up!* Strategy with the aim of creating systemic change that addresses the root causes of child exploitation. We will achieve this by empowering children and their communities, connecting them with those who have power to enact change, engaging in lobby & advocacy campaigns, working with partners to build resilience of children, families and communities and utilising our knowledge and expertise to co-create sustainable, evidence-based solutions.

On the African continent, TdH NL works in Kenya, Uganda, Tanzania, Ethiopia and Madagascar. In these countries, TdH NL develops and implements programs in close collaboration with local partner organisations. In Kenya, TdH NL programmes are implemented in Central, Rift Valley, Coastal, Western and Northern regions of Kenya where we work with communities, government, private sector, civil society organisations and children themselves, at the centre, to address systemic and structural drivers that expose children to exploitation.

Position within the Organization

The Finance and Administration Officer, who will be based in Nairobi, will work within the Kenya Country Team under the guidance of the Finance and Administration Manager, Kenya. He/ She will support and work closely with the programme staff and implementing partners staff.

Objective of the Position

To provide accurate and timely financial reporting for the Country Office and implementing partners; ensure overall smooth running of the Country and Field Offices and ensure compliance with TdH NL Policies and Guidelines.

Specific Objectives

1. To ensure efficient and sound day to day running of the country office.
2. To ensure accurate and timely financial reporting.
3. To ensure timely procurement of goods and services for the Country and Field Offices.
4. To provide timely support to implementing partners.

Responsibilities and Tasks

1. Country Office Administration & ICT

- In consultation with the Finance and Administration Manager, coordinate the day-to-day management of the Country and Field offices and office assets and consumables, as per established TdH NL procedures.
- Maintenance of up to date Assets Registers.
- To facilitate sound data entry systems for the country office and TdH NL partners in-country; and take appropriate and timely action in consultation with the Head Office in case of ICT issues.
- To ensure a proper filing system is in place for all Country and Implementing Partners documents.

2. Finance

- To assist with the preparation and monitoring of operational budgets, in consultation with the Finance and Administration Manager..
- To be responsible for all financial transactions as per established procedures, as well as maintain up-to-date accounts in QuickBooks, including filing and safekeeping of documentation.
- To ensure timely preparation of vouchers and provide all supporting documentation for review and approval.

- To process payments (Cash and Bank) as scheduled.
- To be responsible for compiling and submission of accurate, timely and complete monthly financial reports of the Country Office and co-implemented projects.
- To ensure accurate cost allocations and reporting.
- To ensure monthly reconciliations of Staff Advance Accounts.
- To ensure all journals are fully supported and approved.
- To prepare monthly Bank and Cash Reconciliations.
- To be responsible for compliance to all bank requirements.
- In conjunction with the Finance and Administration Manager, review and update the organization's Internal Controls and ensure full compliance.
- To ensure timely monthly close-out procedures in QuickBooks are carried out.

3. Audits

- To support Annual Audits for the Country Office, both External and Internal to ensure completion within agreed timelines.
- To ensure maintenance of audit reports and documentation at the country office and follow up of recommendations for full closure.
- Ensure Partner/project audits are completed within agreed timelines.

4. Capacity building of partners

- To support organizational capacity assessments, for project partners and follow up on agreed Capacity Development Plans.
- To support Partners in budget development in line with TdH NL and Donor templates.
- To make monitoring visits to Implementing Partners, to review financial reports and support documents and provide actionable recommendations.
- To develop Financial Reporting Templates for new Partners and support Partner Finance staff in their use.
- Ensure all Partner reports are submitted on time for review and consolidation.
- To ensure all Partners Budget projections are updated in line with Work Plans.
- Ensure compliance to Donor and TdH NL Guidelines.
- To maintain good relationships with project partners, provide capacity building training in finance and administration as may be appropriate.

5. HR Administration

- To support the Country Team in staff recruitment as required.

6. Others

- To carry out any other duties that can reasonably be required of this position.

This position involves travelling to project sites within Kenya.

Qualifications

- Bachelor's Degree in Accounting, Finance or other relevant business related degree.
- CPA (K)

Knowledge and experience

- Proven experience in financial and administration roles - planning/budgeting, documentation, reporting, procurement.
- Minimum of three (3) years relevant working experience in a similar role in a non-profit organization.
- Practical knowledge and competence in Intuit QuickBooks Accounting (online) system.
- Excellent Microsoft Excel skills.
- Experience in multiple Donor reporting.
- Knowledge of working in the Google environment.

Competencies

- Focus on results
- Initiative
- Cooperation
- Accuracy and attention to detail
- Analytical
- Planning and organizing
- Communication - written and verbal
- Time management

Child Safeguarding Measures

In line with the UNCRC, Terre des Hommes Netherlands strives to keep children safe in all its undertakings. A screening and reference check of the successful candidate will be conducted during the selection process to confirm the suitability of working with children. The successful applicant will be required to read, understand, and commit to abide by TdH NL's Child Safeguarding Policies and Guidelines.

Application procedure

Please send your application letter, curriculum vitae by email with subject line **Finance & Administration Officer, Kenya** to: recruitment.africa@tdh.nl clearly demonstrating how you meet the qualifications for this position, not later than by **30th May 2023**.

Kindly note that only shortlisted candidates will be contacted and applications will be reviewed on a rolling basis.