

**CARE INTERNATIONAL IN KENYA
JOB DESCRIPTION**

EMPLOYEE NAME:

ISOC-08 OCCUPATIONAL CLASSIFICATION:

| | | |
|-------------|--|--|
| Group #: | | |
| Subgroup#: | | |
| Job group#: | | |

JOB TITLE: **Finance and Administration Manager**
DEPARTMENT/LOCATION: **Program Support, Dadaab**
SUPERVISOR/TITLE: **Director for Humanitarian Assistance & Refugee Operations**
DATE EMPLOYED:
GRADE: **H**
JOB SCORE

I. JOB SUMMARY

Reporting to the Director for Humanitarian Assistance & Refugee Operations (DHARO), the Finance and Administration Manager will ensure that all administration and financial processes are functioning effectively and efficiently, monitor administration and financial results to detect risks and opportunities and draw them to the attention of Management and Program. He/She will plan, execute and evaluate all Refugee Assistance Program administration, procurement and financial management activities, create, update and ensure compliance with relevant CARE policies and procedures.

The incumbent will also prepare accounts analysis and refine account balances, review reports to the donors to ensure they are in line with all requirements and they contain the correct information. The position holder will also coordinate the audits processes for the RAP and provide all the required facilities as well as develop, coordinate and administer the RAP as well as the CO's plan.

II. RESPONSIBILITIES & TASKS

R1: Controllership

- 1.1 Review and approve relevant disbursements, receipts, adjusting entries and ensure compliance with donor regulations, CARE Accounting policies and Generally Accepted Accounting Principles (GAAP)
- 1.2 Ensure RAP compliance with CARE's accounting policy vis-à-vis fund accounting as noted in CARE's Financial Manual and Generally Accepted Accounting Principles
- 1.3 Supervision of the preparation of monthly financial reports (SCALA). Coordination, supervision and review of all financial reports to be submitted to Donors and CK Head Office
- 1.4 Keeping track of payables
- 1.5 Controlling the maintenance of the tracking tools
- 1.6 Facilitate any external and internal audits
- 1.7 Supervision of RAP's accounting systems and procedures consistency with the CO systems

- 1.8 Analyze the financial situation of the RAP and suggest and /implement policies and procedures that ensure the adequate use of funds and fulfillment of the conditions of the agreement and the internal policies of CK
- 1.9 Ensure that the RAP financial transactions are recorded on a timely basis, and that this are accurate, complete and reliable, and in accordance with GAAP
- 1.10 Provide the RAP SMT with relevant and timely financial information and analysis for strategic management purposes. This will include formulation of specialized financial reports to aid in the RAP's decision-making process
- 1.11 Provide coaching, mentoring and training to program support staff as part of the on-going development of their skills and knowledge

R2: Treasury Function

- 2.1 Oversee the cash management – receipts and disbursements
- 2.2 Supervise the RAP's banking arrangements and ensure adequate liaison with principle bankers
- 2.3 Collect contractual miscellaneous receivables
- 2.4 Ensure RAP's accounts payable policy and cash disbursements are consistent with the CO systems

R3: Budget Management

- 3.1 Establishment and maintenance of a master budget
- 3.2 Work with the Finance Coordinator and budget holders in updating the combined work, Procurement and Spending Plans (WPS)
- 3.3 Support program sectors in donor contract management including preparing budgets for proposals, negotiating donor agreements, ensuring accurate and timely budget monitoring tools and donor reporting
- 3.4 Preparation of the RAP's annual operating budget. This will include the preparation of budget guidelines to assist coordinators in formulating project budgets
- 3.5 Monitor actual expenses against the budgets and report on the same to ACD-P and RAP-SMT.
- 3.6 Guide program staff to develop contingency plans for budget over or under expenditures, that is, cost and no-cost budget extensions
- 3.7 Review donor reports and reports due to the Head Office as well as other financial information that comes from the RAP, ensuring that they fulfill all the requirements of form and depth that may be required

R4: SCALA Management

4.1 Fund Codes

- 4.1.1 Authorize the assignment of the fund codes for each budget line
- 4.1.2 Authorize the modification of names, descriptions and other fields in the fund code set-up

4.2 Location Codes

- 4.2.1 Responsible for developing this section of the chart of accounts consistent with policies provided
- 4.2.2 Authorize assignments and maintenance of sub-analysis codes

4.3 User ID's

- 4.3.1 Review and approve user set up forms and sign it if it agrees with the contents of forms
- 4.3.2 Approve all user deletion forms and forward to the system administrator who must then delete the user ID from the system

R5: Administration

- 5.1 Guide the Administration department in all strategic planning activities in relation to the RAP and CO strategy
- 5.2 Advise the SMT on application of the CO administration policies
- 5.3 Ensure that all service, lease and general administrative contracts adequately protect the interests of the RAP
- 5.4 Ensure that RAP communication facilities are up to date and the services are effective and efficient
- 5.5 Ensure RAP conformity to the Memorandum of Understanding (MOU) with other IPs and donors.
- 5.6 Ensure RAP assets are adequately safeguarded
- 5.7 Supervise the RAP Administration department to ensure an effective and efficient operation

R6: Procurement

- 6.1 Guide the Procurement department in all strategic planning activities in relation to the RAP and CO strategy
- 6.2 Advise the SMT on applications of the procurement policies for the RAP consistency with the CO systems
- 6.3 Ensure that all contractual arrangements with vendors adequately protect the interests of the RAP
- 6.4 Ensure the efficient and effective delivery of procurement services within the RAP
- 6.5 Ensure compliance with various government rules and regulations and that the RAP interests are adequately protected
- 6.6 Oversee the Bridger system to ensure its efficient and effective application as related to vendors and new employees to RAP
- 6.7 Supervise the RAP procurement department to ensure efficient and effective operation

R7: General

- 7.1 Participate as a member of the RAP SMT

III. AUTHORITY

- Spending Authority up to KES 400,000/=
- Authority over staff in the Administration, procurement and Finance departments
- Authority over budgets, quality of finance reports for internal and external use
- Sign correspondence regarding administrative, finance and procurement management matters
- Approve requests for procurement and other financially binding documents

IV. KEY RELATIONSHIPS/CONTACTS

UNHCR, WFP, BPRM, other implementing agencies, CARE Canada, CARE Head Office, contractor

V: WORK CONDITIONS

The position is based at Dadaab Main Office (DMO) with frequent movements to Hagadera, Ifo and Dagahaley camps as well as any other extension camps and program sites. This is a none-family working station. Hot weather is prevalent throughout the year with limited basic amenities. Road movement to and from work station to Garissa as well as inter-camp movement must be under police escort (Scheduled convoys). Strict adherence to security instructions all the time. It is a six days work station with a compensatory time off according to CTO policy. The incumbent will be required to travel to Nairobi office and perform official responsibilities on need basis.

The incumbent shall reside in the CARE compound while executing official duties and shall obey and adhere to residential compound regulations.

VI: QUALIFICATIONS, EXPERIENCE AND COMPETENCIES

- Masters degree in Business Administration, accounting, commerce or finance
- 7 years work experience in administration and finance management in busy environments
- Holders of Bachelor’s degree in Business Administration, accounting , commerce or finance with 8 years relevant work experience will be considered for the position
- Professional Certificate in a recognized professional body such as Chartered Accountant or CPA, Supply and Purchasing.
- Proficient in Microsoft office, SCALA, or any relevant financial management system for accounting, budgeting.
- A good command of both written and spoken English
- Ability to prepare quality financial, administration and procurements reports

Competencies:

- Integrity
- Excellence
- Strategic Decision-Making
- Initiating Action
- Stress tolerance
- Operational decisional decision taking
- Managing performance for success
- Planning and organizing

Employees Signature

Date

Supervisors Signature

Date