



Inades-Formation Kenya

Servir le bien commun – Serving the common good

Institut Africain pour le Développement Economique et Social – Centre Africain de Formation
African Institute for Economic and Social Development – African Training Centre

TERMS OF REFERENCE FOR THE POSTION OF DIRECTOR OF ADMINISTRATION AND FINANCE (DAF)-

INADES FORMATION KENYA -BACKGROUND INFORMATION;

INADES Formation is a pan- African organization working in ten (10) African countries namely, Kenya, Burkina Faso, Cote d’Ivoire, Chad, Cameroon, Togo, Congo DR, Rwanda, Burundi, and Tanzania. The network has a General Secretariat at Abidjan, Cote d’Ivoire. Inades Formation Kenya (IFK) is registered as a Non-Governmental Organization (NGO) with mandate to work anywhere in Kenya for Economic and Social advancement of the people. Inades Formation Kenya works with rural small holder farmers in the semi-arid areas of Lower Eastern Kenya. **We are looking for a qualified Finance and Administration Director.**

DELIVERABLES/EXPECTATIONS

1. DAF is expected to provide effective financial management, financial reporting, compliance, risk management, preparation of budgets and accounts statements for both internal use and external audit. The position also plays a supportive role in general administration of the National Office.
2. DAF is member of the Senior Management team (SMT) and will be involved in developing and tracking the strategic plan for Inades-Formation Kenya
3. Head of Finance and Administration department, and therefore leads, supervises and supports finance and administration teams to deliver their tasks.
4. DAF provided advise to the MD on status of matter relating to finance
5. Support the MD in managing risks for successful outcome
6. Support in fundraising, networking and representation of organization.

DUTIES/RESPONSIBILITIES

A. FINANCIAL PLANNING AND MONITORING

1. Formulation, implementation and monitoring of annual plans and project budgets.
2. Lead the financial monitoring and review of grants/contracts, working closely with the team to forecast and report on project costs.

3. Maintain and ensure effective and efficient monitoring system of internal controls (i.e. ledger, cashbooks, balance sheet reconciliations, cash and bank management etc.) which comply with Inades Formation standard procedures to minimize the risk of fraud, prevent and detect fraud or misappropriation.

B. FINANCIAL REPORTING:

1. Ensure that all financial records and accounts are updated on time, accurately and in line with Inades Formation regulations.
2. Overseeing the accurate preparation of financial reports (internal and external); and ensuring Inades Formation, and donor requirements are met within the agreed timeframes.
3. Maintaining an updated financial management system to ensure efficient and accurate reporting and donor compliance.
4. Ensuring timely and accurate preparation of financial reports and monthly management accounts (budget vs. actual)

C. EXTERNAL REPORTING AND AUDIT

1. Ensure all balance sheet items are reconciled on a timely basis, in accordance with Inades formation policies & procedures.
2. Lead the preparation of National Office financial statements and donor financial reports for audits.
3. Finalize year-end accounts for the external auditors and provide ad-hoc finance reports for the Inades General secretariat.

D. COMPLIANCE

1. With the support of the finance team, keep up to date with donor regulations and ensure that all controls are in place to meet donor compliance.
2. Review and report on compliance against Inades policies and procedures.
3. Ensuring financial systems of the National Office are operating in line with standards and Inades procedures.
4. Ensure that the National Office financial operations comply with legal and statutory requirements.
5. Closely monitor all financial activities, and keep the Senior Management Team advised of all situations that have the potential for a negative impact on internal controls

E. CASH MANAGEMENT

1. Manage the cash flow requirements of the programmes.
2. Monitor monthly and quarterly cash needs ensuring accurate cash forecast and project cash needs are met.
3. Reconcile multi-currency – cashbook with bank statements and check verifiable documents monthly

F. BUDGETING

1. Develop organization budget including donor supported project budget in line with Inades strategic plans and organizational objectives; and with support of the technical/programme teams for review and approval by MD and the Board of Directors.
2. Overseeing the process of for new project/program budgets development and reviews.
3. Monitor Budgets to ensure all budgets are utilized within the expected margins and in line with financial partners' agreements.

G. ADMINISTRATION

1. Ensure the overall smooth running of the National office internal administration and its cost-effectiveness.
2. Support the MD in the recruitment activities and staff contracts.
3. Support MD in ensuring that Job descriptions and appraisals are up to date for Finance and Administration staff.
4. Managing the organization Staff annual leaves.
5. Support in the development of the capacity and career development of national staff, ensuing financial consistency and quality across the programs.
6. Training and support to financial and non-financial staff regarding Inades financial procedures and internal controls.
7. Support MD in ensuring adherence to HR related policies including safeguarding policies
8. Conducting reviews and valuations for the national office resource base/assets as required in Inades Policies.

EDUCATION & EXPERIENCE:

- ✚ Bachelor's degree in finance or related field. A master's degree is an added advantage
- ✚ Must be a CPA (K) or ACCA finalist.
- ✚ 3-to-5-year years of professional experience, including managing the finance and administration of nonprofit organizations.

- ✚ A Member of ICPAK in good standing.
- ✚ Experience creating and driving the analytic framework for planning and managing organizational change organization.

REQUIRED

- ✚ Excellent people skills, with experience collaborating in a multi-disciplinary, diverse, and dynamic team.
- ✚ Quick learner, adaptable and willing to work in Machakos town.
- ✚ Demonstrated experience in financial management and accounting, ideally in the nonprofit sector.
- ✚ Experience should include legal, audit, compliance, budget, information technology and human resources.
- ✚ Demonstrated resourcefulness in setting priorities, proposing new ways of creating efficiencies, and guiding investment in people and systems.
- ✚ Proven effectiveness leading professionals in finance and human resources
- ✚ Flexible and a self-starter; able to multi-task while also being **highly detail-oriented**.
- ✚ **Deep personal qualities of integrity and credibility.**
- ✚ Demonstrated ability to manage multiple projects simultaneously
- ✚ Experienced in working with non-profit boards of directors.
- ✚ Knowledge of Microsoft Word Processing, accounting software (**preferable SAGE MIP/ Abila**), **spreadsheet software and databases.**
- ✚ Current, valid driver's license

METHOD OF APPLICATION

Suitable and interested candidates to forward their applications by email; **Curriculum vitae (max of 3 pages) and a 1-page cover letter (indicate in the cover letter your current salary scale and expected scale and when available)** (NO CERTIFICATES ATTACHMENTS required at this stage) with the email subject heading, "DAF IFK-2024" addressed to: Managing Director, Inades Formation Kenya P.O. Box 1905-90100, Machakos- Kenya; Email: inadesformation.kenya@inadesfo.net **By 24th June 2024**

All documents and information shared to IFK will be treated confidential as per IFK data protection policy.

Only shortlisted candidates will be contacted.