

# JOB DESCRIPTION

<b>Job Title: Finance Expert</b>			
<b>Department/Group:</b>	<b>FINANCE</b>	<b>Reports to:</b>	<b>Senior Management Team (SMT)</b>
<b>Direct Reportees:</b>			
<p>The Finance Specialist is responsible for providing high quality accounting and financial services to CEHURD and providing professional guidance and leadership to the finance team. The Specialist is responsible for formulation and implementation of accounting policies relating to financial planning, grants management, sub granting and management accounting. S/He will be responsible for reviewing all financial transactions and reports to ensure accuracy; and that CEHURD's accounting practices meet the appropriate accounting standards and expectations of different donors.</p> <p>Key Results areas and responsibilities:</p> <p><b>1. Strategic Financial Planning and Leadership</b></p> <p>To provide leadership during financial planning for the organisation to ensure sustainability of the organization. The responsibilities will include but will not be limited to the following:</p> <ul style="list-style-type: none"> <li>▪ Develop long-term financial forecasts and road map for implementation to ensure sustainability of the organisation.</li> <li>▪ Provide technical advice on all aspects of financial management and governance to the Senior Management Team (SMT).</li> <li>▪ Implement and monitor sustainable annual financial plans at organizational and departmental level.</li> <li>▪ Prepare and present for consideration of the Senior Management team (SMT) or the Board an annual budget, other budgets, financial plans, forecasts, feasibility studies, investment plans and all other financial documents as may be required</li> <li>▪ Champion the establishment of accounting policies, systems and practices that meet the appropriate accounting standards.</li> <li>▪ Provide technical leadership and support to the Finance team to ensure that their service delivery and performance meets the expected standards.</li> <li>▪ Identify gaps in internal control systems and recommending changes.</li> <li>▪ In liaison with the human resources department to ensure that appropriate plans are prepared and implemented to address identified capacity development needs of the finance team.</li> <li>▪ Implement strategies to ensure continuous performance improvement of the finance team and that the team is motivated to carry out required activities fully and well.</li> <li>▪ Supervise, coach and mentor the staff in the finance department, and build a highly skilled and motivated team to deliver the finance department's performance targets.</li> </ul> <p><b>2. Grants Management/ Sub-granting</b></p> <p>To ensure prudent management of grants in order to meet the expectations of both the internal and external stakeholders. The responsibilities will include but will not be limited to the following:</p> <ul style="list-style-type: none"> <li>▪ Review of the existing policies on grants management and sub-granting and recommend appropriate changes to Management.</li> </ul>			

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- Implement accounting policies and systems that meet both CEHURD's requirements and those of the donors.
- Communicate and monitor implementation of grants management/ sub-granting policies by internal staff and external stakeholders.
- Track and ensure that all financial or accounting conditions specified in every grant and subgrant agreement is met by the responsible party.
- Provide technical support and guidance to project leads on effective grants management and/or sub grant management.
- Follow up and ensure that CEHURD's commitment to donors, partners and/or sub grantees is fulfilled.

### **3. Resource Mobilization**

To ensure that CEHURD has ample resources to meet its financial needs and obligations. The responsibilities will include but will not be limited to:

- Participate in the preparation of funding proposals by providing technical support and financial data required for the grants proposals.
- Review and verify projections during proposal preparation
- Track financial reporting commitments made in each proposal and ensure that they are met during implementation of the respective projects.

### **4. Financial Accounting**

To develop and manage CEHURD's accounting systems and ensure prudent management of its funds. The responsibilities will include but will not be limited to:

- Set up, maintain, control and evaluate financial accounting systems and procedures to ensure effective delivery of accounting services to internal and external stakeholders
- Initiate changes to CEHURD's accounting practices to ensure that they comply with standard accounting standards.
- Process due payments to staff, consultants, suppliers and vendors in a timely manner and in line with CEHURD's policy.
- Process funds requests and ensure that they are within approved budget.
- Oversee process of receiving, reconciling and recording accountability reports.
- Account for payments and receipts and ensure full reconciliation of all CEHURD's bank accounts.
- Update and maintain the General Ledger.
- Maintain an updated fixed asset register.

### **5. Management Accounting**

To prepare and disseminate accounting information to CEHURD and its stakeholders within approved guidelines of information management. The responsibilities will include but will not be limited to:

- Supervise and ensure timely and regular preparation of financial statements.
- Present to the SMT and the Board financial statements and reports as required, ensure that all stakeholders receive timely and accurate management information that comply by local and international laws and regulations.

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- Ensure that annual statutory accounts are prepared in accordance with relevant regulations and accounting standards and are completed within set timelines; interact with external auditors, and third parties, including statutory organisations to ensure that the CEHURD meets its statutory obligations.
- Establish payment and accountability systems that are efficient and effectively meet CEHURD's operational requirements.
- Monitor budgets at organizational, departmental and project levels and provide status reports to various stakeholders as required.
- Prepare monthly and quarterly management reports; Income Statement, Balance Sheet, management commentary, liquidity, risk reports, currency reports, donor reports etc to facilitate decision making.
- Build and maintain stakeholder relations by attending to inquiries, resolving queries and providing relevant information.

## 6. Risk Management

To identify financial risks and propose mitigation/ implement mitigation measures in a timely manner. The responsibilities will include but will not be limited to:

- Design and oversee the implementation of financial controls to mitigate financial risks including; authorisation of controls, separation of duties, as well as bank account reconciliations on a daily, weekly and monthly basis.
- Monitor and where necessary initiate corrective action to strengthen the CEHURD's internal controls to prevent financial losses.
- Initiate financial accounting procedures, controls and systems; and ensure that they are fully understood and complied with at all times.
- Detail and update all financial policies and procedures to guide the CEHURD's accounting activities.
- Establish authorisation levels depending on the nature of expenditure in view of approved policies; recommend standard operating procedures for payments; and ensure strict adherence to the same.

## 7. Computerized Accounting (System Support)

To ensure that the CEHURD's computerised accounting system is operational, supports the finance department's processes, is secure and accessible to authorised staff. Responsibilities will include

- Ascertain that the computerised accounting system is customised to record, store and generate financial information and/or reports required by CEHURD and its stakeholders.
- Ensure that the system is operating optimally and is safe from unauthorised access
- Ensure that data in the system is backed up regularly and source documents are properly kept in accordance with the relevant accounting standards.

## 8. Cost Control

To continuously identify and recommend cost saving opportunities and follow up implementation to ensure that the CEHURD operates cost effectively. The responsibilities will include:

- Control, monitor and regularly review costs to ensure that CEHURD utilizes its resources optimally and operates cost effectively.
- Prepare, track and report on a specific administration budget for CEHURD.

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**Key Relationships:**

- CEHURD Senior Management Team
- All CEHURD staff
- CEHURD's partners including donors and sub-grantees
- CEHURD Suppliers and service providers.
- Consultants and external auditors

**Qualifications:**

- First degree in finance and accounting, Economics from a recognized university
- Relevant postgraduate degree
- Professional accounting qualification e.g. ACCA, CPA a must
- Membership in a relevant professional bodies would be an advantage

**Experience:**

- 8 years' work experience; at least 5 of which should be in the management of the finance and administrative functions at senior level, preferably in a multi donor funded environment.
- Practical hands-on experience in managing sub grants and highly developed technical skills to pre-empt, solve and manage complex issues effectively
- Experience of working in conjunction with internal and external auditors
- Exposure to financial reporting to board and major donor agencies
- Advanced knowledge and hands on experience in using Quick books, MS Excel and other computerized financial accounting packages

**Skills:**

- Strategic Planning and Budgeting and Resource Mobilization
- Relationship Building and Negotiation
- Leadership and Team Building
- Problem Solving and Decision Making
- Effective Communication and reporting
- Strong analytical skills with an attention to detail
- Understanding of financial and accounting principles

**Leadership Attributes:**

- Inspires others to greater performance, professional standards and results.
- Personal Integrity and Emotional Resourcefulness
- Communicates clearly, expresses ideas in simple terms, listens to the views of others and changes tone and style to match the needs of people listening
- Builds and maintains constructive and effective relationships with stakeholders
- Is responsive to new product and technology innovations, adaptable to systems and process improvements.
- Open to change and adapts established methods for new uses