

AgriFI Food Safety Programme (AGRIFI) Finance Officer at Micro Enterprises Support Programme Trust (MESPT)

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Location: Kenya

Category: farming-fishing-and-forestry

Job Description

(adsbygoogle = window.adsbygoogle || []).push({}); The overall objective of the Micro-Enterprises Support Programme Trust (MESPT) is to promote economic growth, employment creation and poverty alleviation through support to enterprises. MESPT works with intermediaries that provide financial or business development services to improve the performance of enterprises. The aim is to strengthen financial intermediaries in order to establish a strong, stable, market-based micro-finance sector in Kenya. What is MESPT? Micro-Enterprises Support Programme Trust (MESPT) was established in November by the Government of Kenya, represented by the Permanent Secretary in the Ministry of Finance and the European Union to assume and continue with the activities of the Micro-Enterprises Support Programme (MESP), previously implemented also by the Government of Kenya and the European Union between and . MESPT began operations in January and started by offering wholesale loans to financial organisations, including microfinance institutions, savings and credit cooperative societies and financial services associations, for onward lending to micro-enterprises. In , the European Union relinquished its rights as a founder and passed those rights to the Danish Representation in Nairobi, Ministry of Foreign Affairs of Denmark (DANIDA), represented by the Head of the Danish Mission in the Republic of Kenya.

REF. HR/07/

Job Purpose

Working in the finance department under the supervision of the Head of Finance and Administration, the Finance Officer will be responsible for all financial functions of the programme including accounting, payments and banking, documentation, budgeting, financial reporting and compliance. Specific tasks include;

Key Responsibilities

Financial Management and Control

Review and verify all invoices /payment vouchers for approval of payment. Review and verify all transactions posted into sub ledgers for all the programs.

Prepare the general ledger and run the trial balance to confirm accuracy of the general ledger. Remit statutory deductions and taxes including but not limited to corporate tax, VAT, PAYE, withholding tax for all the programme activities.

Review and verify bank reconciliations and supplier accounts

Ensure adherence to internal controls, organizational policies, donor, and statutory regulations for all the program activities.

Maintain Asset register and conduct asset verification exercise

Carry out monthly inter-project reconciliation for all the program activities.

Financial Systems

Ensure effective management of Navision ERP line with approved plans.

Ensure effective filing, manual or electronic for all documentation

Ensure configuration of the report set up in Navision

Updating of MESPT program budgets in Navision

Risk Management

Co-ordinate, the risk management function including compilation of the risk register for the activities.

Budgeting

Work with respective managers to develop operations annual and interim budgets.

Confirm that proposed budgets adhere to organizational, donor, statutory and professional

guidelines.

Review the individual budgets and consolidate budgets to create the overall institutional budget for Board of Trustees approval.

Implementing Partner Reviews, Internal and External Audits

Plan for partner reviews, Internal and External audits for all the programs activities

Address issues raised in draft reports and management letters and give responses in terms of program activities.

Undertake corrective and preventive actions identified by partner reviews and audits, investigations, or other assessment mechanisms within the agreed time frame in all the program activities.

Monitoring and Reporting

Prepare monthly Financial Accounts and Management reports for review

Discuss the reports with the respective managers and to understand the reasons for any variance and document the same.

Policy, Procedure and Controls

Develop procedures aligned to approved policies, ensure compliance, and effect controls and sensitize program staff on the policies and procedures.

Ensure all financial controls are put in place and monitor the same.

Conduct staff sensitization sessions periodically to keep staff abreast of policies and procedures.

Any other duties as assigned by the Supervisor from time to time

Key Relationships

Internal: HR Officer, Programme Managers, Credit and Business Development Manager, ICT Manager, Programme Officers, Finance Assistants and Programme Assistants

External: Banks, Donors, Suppliers and Partner Organizations

Qualifications & Other Requirements

A minimum of bachelor's degree in commerce, Finance, Accounting, Economics, or Related Field from an Accredited Institution of Higher Learning

CPA (K) holder or equivalent professional qualification

At least 5 years of experience in Finance/Audit

Experience in using financial software.

Solid Knowledge of Financial and accounting procedures

Excellent understanding of Financial ERP system

Excellent knowledge of IFRS and its application and International Accounting Standards (IAS)

Experience of handling financial projects in Agribusiness will be an added advantage.

Excellent working knowledge of MS Office Suite

Knowledge on Risk Management will be an added advantage.

Terms: Contract up to 31st December , three-month probation and notice period of one month.

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