

Finance and Budget Manager at TechnoServe Kenya

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Company: JobWebKenya

Location: Kenya

Category: other-general

Job Description

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Job Summary:

Reporting to the Program Director, the Finance and Budget Manager will oversee the financial operations and ensure effective budget management. His/Her responsibilities will encompass a wide range of financial activities, including budgeting, financial reporting, activity management, contract review, and compliance with organizational financial regulations.

Primary Functions & Responsibilities:

Budget Preparation and Monitoring

Lead the two projects budget development closely linked to work plans

Build capacity of country teams to understand and manage the budget.

Track expenditure against the program budgets

Support the annual and mid-year budgeting, forecasting and planning, and ensure that they are consistent with TechnoServe's guidelines and procedures

Lead the quarterly burn rate calls with HQ finance management, and the relevant Country and/ or Regional Directors.

Lead preparation of budget realignment and budget modification requests when needed

Financial Management, Reporting and Analysis

Provide financial and accounting oversight to the IGNITE & DQAQC operations.

Establish and ensure compliance with budget codes.

Ensure that all financial data recorded in the financial management system across the IGNITE & DQAQC countries have the mandatory accounting dimensions.

Review accounting transactions and work with in-country controllers to fix any errors as well as ensuring timely completion of month-end procedures.

Lead on any project audit

Ensure all accounting program data is updated in the system, reconciled and fully supported in accordance with the donor rules and regulations.

Ensure timely and accurate preparation of quarterly and annual financial reporting to the donors.

Undertake regular visits to the country sites to monitor financial systems, troubleshoot financial issues, and provide capacity building to staff.

Grants Management

Support the due diligence process with regard to all the project sub grantees.

With input from country program managers, manage and monitor the matching grants program.

Provide guidance and training as necessary to all potential subgrantees on the requirements of the proposal preparation and submission process, financial management requirements, and any other administrative requirements pertinent to the grant fund.

Review disbursement to the program partners including review of partners' financial reports and documentation.

Monitor expenditure against partner grant budgets.

Compliance with Finance Policies

Working closely with the operations analyst, oversee procurement processes including tendering process, supplier selection, to ensure procurement solutions that meet project needs

are compliant with all applicable regulations and standards of accountability, ethics and integrity.

Maintain high levels of confidentiality in relation to sensitive and confidential commercial and business financial decisions and issues.

Ensure that all processes and procurements adhere to corporate policy, legal and contractual obligations, and corporate and donor standards

Oversee the project's fixed asset register as maintained by the operations specialist

Review the consultant's folder maintained by the operations specialist to ensure completeness of records.

Requirements

Basic Qualifications:

Bachelor's degree + 7 years' experience, or Master's degree + 5 years' experience preferably in Business, Finance, Economics, or related field,

Minimum of 5 years of experience, preferably in international development

Advanced proficiency in Excel.

Preferred Experience:

Technical qualifications or working experience as Certified Public Accountant (CPA) or equivalent.

Experience with BMGF funded programs

Knowledge, Skills and Abilities:

Proven analytic and budgeting skills, including the ability to model the costs of different program designs.

Ability to control and manage financial policy and procedures.

Strong financial management and financial reporting skills

Strong communication skills, including effective coordination with remote teams.

Ability to travel internationally up to 25%

Fluency in English, verbal and written.

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