

## Senior Accountant

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Company: Fuzu

Location: Nairobi

Category: business-and-financial-operations

### Job Summary

Contract Type:

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The Incumbent will play a key role within the finance department in ensuring all aspects of Concern's financial procedures and processes with local partners and Consortia members (where Concern is the led agency) are effectively carried out. You will be responsible for the overall oversight of our partners and therefore accountable for partner finances ensuring Concern's funds are utilized in an appropriate and transparent manner.

### Competencies required:

Managing self

Communicating and working with others

Delivering Results

Planning and Decision Making

Interested candidates, who meet the above requirements, should send a detailed **CV with three referees** and **Cover Letter Only**

### Responsibilities

#### Main Duties and Responsibilities

##### Partner Financial Assessment

Undertakes the financial assessment with existing and potential partners (using CILPAT

partner assessment tool) on a timely and comprehensive manner and in compliance with Concern procedures

Coordinates with programme team for relevant partnership issues when conducting partner assessments and background checks where relevant

Summarise the findings of potential partners' assessment and make recommendation in terms of risk, capacity and training needs

Agree action plan on the findings with the partners and shares with management and relevant managers for review, guidance and necessary action

Ensures financial assessment is signed off by all the relevant staff members (Country Financial Controller, PD (Programme Implementation), Relevant Programme Teams and Country Director)

Ensures that all financial assessment documentation is maintained on both the Partner file and Concern Share Point for future reference.

### **Partner budgets & Accounting**

In consultation with the programme managers and partner staff, design and development and review of partner budgets during proposal stage while giving appropriate feedback

Review partner budgets during contracting stage

Review the partner's periodic financial reports (and supporting documentation) and ensure donor compliance and giving a feedback on variances

Review journals for correct headings, format and budget codes before being uploaded into GP on a monthly basis

Review disbursement position and facilitate the timely and appropriate release of funds to the partner.

Develop/ revise partner budgets according to funding requirements

### **Partner Monitoring & Compliance**

A critical component of the role will be ensuring appropriate partner monitoring and follow up takes place. This will include:

Carry out planned and ad hoc reviews/audits to support and monitor organizations' activities on an agreed terms of reference

Ensure risk assessment is completed at least annually and is signed off by Senior Management

Using the risk assessment as a basis, draw up a Monitoring Support timetable, in conjunction with the Programme Managers for Partner Field Visits to prioritize organization visits with the resources available

Ensure Partner's internal controls are effective by assessing critical processes

Ensure external audits are conducted by partners in compliance with the partnership agreements and specific donor requirements

After each field monitoring visit prepare and disseminate the Partner Visit Report including Partner agreed Action Plans

Represent Concern in partner's key procurement processes for supplies, services and works

Ensures that partners comply with their own policies and aware and comply with Concern's policies and procedures in relation to accountability, reviews the application of and compliance of accountability during support visit to partners operating area

### **Capacity Building Support**

The Senior Accountant - Partnership will be a resource to partner finance officers supporting them on key training, development and financial control and system issues. This will be dependent on the needs of the partner staff and will be initiated by findings in the assessment and, communication and consultation. He/she will draft training plans focussing on:

Strengthening partner capacities to better comply with Concern and other donor's requirements when developing proposal budgets and expenditure reviews during project implementation

Assisting staff in identifying areas to strengthen and develop staff and either provide this training or assist the partner in identifying where such training can be sourced

Assisting staff in finding the appropriate solutions to any financial control and systems

weaknesses identified

Providing useful materials on a regular basis to relevant staff in partner organisation, including templates, guidelines, updated taxation rules, etc. and providing support to ensure their understanding

### **Others**

Supervise the Finance assistant, partnership while offering support on their tasks for learning and development

Maintain the partners files in secure manner

Adhere to and promote the standards outlined in the Concern Code of Conduct and associated policies to their team, beneficiaries, and be committed to providing a safe working environment

Participating and contributing towards Concern's emergency response, as and when necessary

Take all possible measure to meet Core Humanitarian Standards (CHS)

Any other duties as assigned by the Line Manager

### **Person Specification**

A degree in Commerce, Finance, Accounting or related field

CPA (K) or ACCA professional certification

At least Five (5) years' experience of managing finances of NGOs partners with at least two years' experience in managing a team.

Familiar with government policies and regulations on taxes

Proficient in the use of computer accounting/financial software and applications preferably Microsoft Great Plains (MGP)

Word and Excel applications

Audit and training skills

### Preference will be given to candidates who have:

High integrity and demonstrated ability to follow standards and policies

Ability to attend to details and work in a systematic and organized manner

Positive attitude and willingness to learn

Commitment to humanitarian principles and values

Strong communication and negotiations skills

Team player and able to work with others (internally and externally)

Analytical and problem solving

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