

Job Description: Finance and Administration Coordinator

Reports to: Head of Office, Nairobi

General Summary

Is responsible for the financial department of HBS Regional Office Nairobi and the integrity of all finance processes. Manages financial transactions involving general funds, grants, and/or contracts. Performs comprehensive financial analysis and projections. Oversees the development and monitoring of budgets for HBS Nairobi and HBS' project partners. Assists in financial planning. Analyzes financial data to ensure efficient use of resources. Ensures compliance with HBS and BMZ regulations and restrictions. Ensures legal compliance with relevant financial legislation.

Responsibilities and tasks:

1 Financial control systems:

- Is responsible for the financial department of HBS Regional Office Nairobi and the maintenance of the integrity of all finance processes and full adherence to financial rules and procedures of HBS Nairobi.
- Oversees the receipt of funds on an on-going basis, proposes and formulates finance systems and policies that will guide HBS in the effective management of its funds.
- Assists the Head of Office, and the responsible Programme Coordinators in the budget preparation of the respective programmes.
- Develops and oversees the maintenance of budget monitoring systems.
- Oversees the approved budgets; ensures that expenditures are monitored and that adequate financial reports are prepared.
- Maintains overview on different funding sources (BMZ, EU, etc.) and makes sure that financial reporting is timeous, adequate and consistent with the different guidelines involved.
- Monitors, identifies, and communicates over- and under-expenditures to the Head of Office and responsible Programme Coordinators.
- Provides oversight for the expenditure of funds, ensuring that funds are expended according to HBS and BMZ stipulations and those of other donors.
- Oversees the development of budgets. Analyses budget patterns and projects expenditures.
- Supervises accountants, assistants and interns in the department.
- Maintains Internal Control System (ICS) and takes lead on periodic reviews and implementation of action points, including the active management and adjustment of procedures in the office to ensure the effective function of internal controls.
- Ensure implementation of audit recommendations.

2 Financial reporting systems:

- Prepares quarterly financial reports for HBS Head Office according to the HBS and BMZ and other guidelines according to the templates provided by HBS Head Office, and those of other donors.
- Prepares annual financial report for each component on a cash basis and overall office budget, including a balance sheet, profit and loss statement and a statement of income and expenditure.
- Assists with any other financial information that the Head of Office and Programme Coordinators may request.
- Prepares any additional accounting information required for financial reporting to HBS Head Office.
- Maintains an adequate system for financial reporting on an accrual basis.
- Ensures full application of HBS monitoring instruments in the finance department, including payment suggestion lists, open vendors/customers lists and monthly bank reconciliations.

3 Project partners and auditors:

- Confers with project partners to ensure that required procedures are followed.
- Provides instruction and answers to project partners' questions relating to budgeting, relevant financial rules and regulations, and financial reporting in collaboration with the responsible programme coordinators.
- Identifies budget issues, provides alternative solutions, and resolves problems.
- Develops and implements financial capacity building and training measures for HBS' project partners in collaboration with other HBS Nairobi staff and HBS Head Office.
- Monitors and controls the quarterly financial reporting by the project partners.
- Confers with auditors to ensure that required audit reports are available according to the HBS schedule.

4 HBS payroll system:

- Prepares and processes payroll documents needed to implement payroll/ personnel transactions.
- Ensures that all salary processes are conducted.
- Maintains and updates the payroll database.
- Ensures that HBS' contractual obligations are met in terms of staff benefits, e.g. leave & leave records, insurances, pension, medical aid, training, etc.

5 Legal compliance:

- Ensures compliance with all relevant Kenyan legislation and regulations including financial, labour laws and any other relevant legislation.

6 Administrative oversight:

- Manages the orderly running of the office in the absence of the Head of Office.
- Through effective management of the support staff, ensures that the office runs smoothly logistically at all times, including the management and timely payment of all service providers.
- Maintains personnel files in support of the Head of Office.
- Oversees day to day attendance of staff, collates orderly time sheets and administers leave and sick leave documentation.
- Ensures that all employees adhere to the rules and regulations of the foundation with regard to the property and facilities of HBS Nairobi.
- Ensures appropriate usage of project vehicles and controls their proper scheduled maintenance and preparation before travel.
- Supervises the office compound and ensures maintenance and preparation for events by the care taker.
- Organizes and verifies accurate maintenance of the asset register and keys register by support staff in the finance department and ensures all the office assets are recorded and accounted for at all times according to the user.

7 Supervision of staff:

- Supervises accountant, accounts and administration assistant, finance assistant, office assistant, driver and caretaker.

8 Other duties

- Performs other duties directed by the Head of Office.