



Kenya Organic Agriculture Network

VACANCY ANNOUNCEMENT FINANCE AND ADMINISTRATION MANAGER

September 16th, 2024

1. About KOAN

Kenya Organic Agriculture Network (KOAN) is a national business membership organization that promotes organic agriculture development in Kenya. It brings together organic agriculture stakeholders who include farmers; NGOs and CBOs; Universities and other research institutions; input suppliers; Government agencies and departments; exporters; retail traders and consumers. KOAN's mission is to lead, coordinate and create public exposure of the National Organic Agriculture Sector, promoting its contribution to economic, environmental and social benefits. We are seeking a high calibre, self-motivated and dedicated applicant to fill the position of Finance and Administration Manager.

Position: Finance and Administration Manager

Department: Administration

Reports To: CEO

Location: Nairobi

Deadline for Application: September 30th 2024

Purpose of the Position

The primary role of the Finance and Admin Manager is to provide leadership and take overall responsibility in the Finance department, maintain accurate financial records, provide financial insights, and ensure compliance with relevant regulations and standards.

2. Key Responsibilities

2.1. Scope of work

- i. Record and classify financial transactions accurately and timely using appropriate accounting software.
- ii. Prepare financial statements including balance sheets, income statements, cash flow statements and others on monthly basis and/or on demand.
- iii. Reconcile bank statements, accounts payable, and accounts receivable ledgers on monthly basis.
- iv. Ensure compliance with relevant accounting standards, laws, and regulations.
- v. Provide financial analysis, forecasts, and budgeting support to management.
- vi. Assist in the preparation of tax returns and ensure timely compliance with tax laws.
- vii. Support audits by providing necessary documentation and explanations to auditors.

- viii. Develop and implement internal controls to safeguard company assets and prevent fraud.
- ix. Participate in financial planning and decision-making processes.
- x. Keep abreast of changes in accounting standards and regulations and ensure their implementation where applicable.
- xi. Any other functions and responsibilities in financial and administrative management of KOAN as may be assigned by the management.

2.2. Responsibilities:

Financial Management:

- a. Prepare and analyse monthly, quarterly financial reports and accounts.
- b. Analysis of cash requests, processing payments, confirmation of payments, postings and approval of journal entries.
- c. Oversee and keep track of the budget and report and advise accordingly.
- d. Maintain accurate and up-to-date financial records.
- e. Preparation of management and financial reports.
- f. Assist in the implementation of accounting software and systems.
- g. Provide financial insights and recommendations to management.
- h. Assist in the development and monitoring of budgets.

Risk Management and Internal Controls

- i. Ensuring proper budgetary, financial systems and internal controls.
- j. Collaborate with other departments to ensure financial transparency and accuracy.

Administration & Compliance:

- k. Ensure compliance with relevant accounting standards and regulations.
- l. Oversee and ensure compliance to the procurement systems and procedures.
- m. Development, review, and optimization of the organization's financial and administration policies and systems.
- n. Participate in meetings and discussions related to financial matters.
- o. Maintenance of assets register.

Grants Management and Donor Relations

- p. Programmes accounting and coordinating the audit of KOAN projects
- q. Collaborate with project coordinators in donor accounting and reporting

Human Resource Management:

- r. Overseeing and ensuring effective performance of human resource.

Leadership & Strategic Support:

- s. Develop and maintain the short- medium- long-term strategic financial plan of the organization.
- t. Participate in meetings and discussions related to financial matters.
- u. Handle confidential financial information with integrity and discretion.

2.3. Authority

- a. Access financial records, documents, and systems necessary to perform duties.
- b. Make recommendations for improvements in financial processes and controls.

- c. Communicate as the reference point on financial matters.

2.4. Personal Attributes

- a. Passionate about organic agriculture and sustainability.
- b. Creative thinker with a proactive and results-oriented approach.
- c. Ability to work independently and as part of a team.
- d. High responsibility, integrity and accuracy at work and communication.

3. Qualifications

Education:

- Bachelor's degree in Finance, Accounting, Business Administration, or a related field.
- Professional accounting certification (e.g., CPA, ACCA Finalist) is required.
- A Master's degree in Finance, Accounting, or a closely related discipline will be an added advantage is a plus.

Experience:

- a. Minimum of 10 years of experience in finance and administration, preferably within the non-profit sector.
- b. Proven experience in financial planning, budgeting, and reporting.
- c. Strong understanding of grant management, budgeting and financial reporting.
- d. Experience in procurement, contract management, and asset management.
- e. Familiarity with financial software and ERP systems.

Skills:

- a. Strong understanding of financial regulations, accounting standards, and compliance requirements in the non-profit sector.
- b. Excellent communication, leadership, and interpersonal skills.
- c. Proficiency in accounting software (e.g., Palladium Enterprises, QuickBooks Online and Microsoft Office Suite or any other) and advanced Excel skills.
- d. Ability to analyze financial data, generate reports, and provide strategic recommendations.
- e. Strong project management, organizational, and multitasking abilities.
- f. High level of integrity and discretion in handling confidential financial information.

4. Reporting

The Finance and Administration Manager will report to the CEO and provide regular updates on financial activities, issues, and recommendations to staff.

5. Working conditions

Hours: Full-time, with occasional travel as maybe required.

Location: Based at KOAN headquarters, with occasional field visits as necessary.

Contract Type: Contractual

6. Application Process

Interested candidates should submit their CV, cover letter, and any relevant certifications and testimonials to info@koan.co.ke by **30th September 2024**.

END