



| Organization | Regional Education Learning Initiative Africa (RELI Africa) |
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| Organization | Regional Education Learning Initiative Africa (RELI Africa) |
| Position | Finance Officer |
| Grade | |
| Duty station | Nairobi, Kenya |
| Reports to | Chief Executive Officer |

About RELI Africa Network

RELI Africa is a peer learning initiative and policy influencing network comprising over 70+ organisations in Kenya, Uganda and Tanzania. The network brings together a diverse, energetic, and impactful group of members from across East Africa working to ensure inclusive learning for all children in East Africa by leveraging local knowledge and expertise to influence education policy and practice. RELI members are local education organisations and individuals in the East African region, working for the most vulnerable children.

About the Finance Officer

Reporting to the RELI Africa CEO, The Finance Officer shall be responsible for financial and administrative functions of RELI Africa. They will ensure that appropriate administrative, financial policies and procedures are developed, implemented and updated. The Finance Officer shall also establish and implement internal controls, policies and systems to ensure that the organization's operations and activities are in line with approved strategic initiatives. Additionally, they will work in accordance with the legal requirements, highest ethical standards and internationally recognized financial reporting practices (IFRS).

Minimum Qualifications and Experience Requirements

- Bachelor's degree in Finance or Accounting.
- Atleast Certified Public Accountant (CPA III) or equivalent professional level.
- Good working knowledge of computer packages including word processing, spreadsheets, and power point.
- Minimum of 4 years relevant experience in an NGO multi-cultural setting.
- Demonstrated leadership, versatility, and integrity.
- Knowledge of Accounting Software

Personal Skills

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| <ul style="list-style-type: none"> • Firm • Attention to detail. • Able to work with limited supervision. • Proactive and reliable. • Team player. • Working in a multi-cultural set-up • ICT | <ul style="list-style-type: none"> • Data and Budget management • Grant management & Reporting • Problem solving • Delivering results • Fostering teamwork • Communication • Planning & organising |
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Competencies

- Strong interpersonal and communication skills.
- Strong analytical and problem-solving skills.

- Ability to analyse information, evaluate options for sound decision making.
- Exceptional written and verbal communication skills including high-level presentation skills

Key Responsibilities

SECRETARIAT ACCOUNTING AND FINANCE (50%)

- Review and approve all payments in compliance with RELI Africa and donor policies and regulations, with correct coding and supporting documentation.
- Conduct financial analysis, to guide management team in decision making.
- Cash flow management and monthly bank and M-Pesa reconciliations.
- Ensure that all financial transactions are carried out and recorded in accordance with RELI Africa procedures and policies.
- Review and verify all copies receipts for all expenses before they are entered into accounting system.
- Review procurement transactions prepared by operations team to ensure that all supporting documentation and approvals are accurate.
- Oversee monthly reconciliation of Account Receivables and Account Payables.
- Ensure the maintenance of proper accounting documentation.
- Examine monthly wire transfer requests through a thorough analysis of projected project expenditures.
- Petty cash management and custody
- Preparation and prompt settlement of statutory and other payroll deductions i.e. PAYE, NSSF, NHIF, Withholding tax, HELB, Co-operative contributions, Pension etc.
- Preparation of the secretariat monthly accounts by 5th of every month ensuring accuracy of the data.
- Maintain banking relationship and act as the primary liaison person.
- Ensuring proper book of accounts are kept and maintaining a sound archiving (filing and retrieval) system.
- Preparation of various supporting schedules to the financial statements to facilitate annual audit and assist in the fieldwork process.
- Preparations of year end accruals and monthly reconciliation of the accruals.
- Preparation of the payroll journal and monthly reconciliation of the payroll control code.
- Any other reasonable duty assigned by management.

FINANCIAL POLICIES & IMPLEMENTATION (15%)

- Develop, Implement, review and update current financial management policies as required by the board or donors and in compliance with financial regulations.
- Establish and implement internal controls, procedures and systems to ensure that the organization's operations are executed in line with approved plans and agreements.
- Plan, organize and train staff on all organizational policies and hold forums to collect feedback from staff on the policy changes and submit the recommendations to the CEO.
- Support in setting up new programs and persons in the organizational finance and administrative systems.

BUDGETING & REPORTING (15%)

- Assist project managers and partners in budget phasing and budget realignment.
- Support the preparation of Detailed Budget Sheets (DBS) for posting for assigned projects.
- Support in production of budget monitoring information (PMS) and review with the budget holders and project team.
- Accurately and timely prepare and submit grant reports to the donors through the CEO.
- Act as the finance focal point person for the organization with the external parties (donors, partners, regulators etc) and through the CEO provide responses and other financial information to such parties as requested.
- Review draft donor agreements and provide informed advice to the CEO before signing of the agreement.

FINANCIAL AUDITS (10%)

- Ensure proper contracting and engagement of internal and external auditors.

- Timely and accurate preparation of internal and external financial statements for audit purposes.
- Provide auditors and assessors with all the relevant financial information and documentation as and when requested.
- Ensure that audit recommendations are implemented within the defined timeframe.
- Ensure audited reports are signed off by relevant persons, presented to the board, filed and published.

RISK MANAGEMENT & COMPLIANCE (10%)

- In liaison with the CEO, identify operational risks and assist Country Coordinators in risk identification
- Maintain an up-to-date overall risk register for the organization
- Compile and review quarterly risk management reports and submit to the CEO
- Implement the risk treatment measures put in place by the management and the board
- Plan, organize and participate in risk evaluation process of the organization on an annual basis
- Review the annual returns to the NGO Board and Registrar of Companies prepared by the accountant. Ensure such returns are done within the set timeline
- Ensure timely remittance of all statutory deductions in accordance with legislation.

Qualified and interested candidates can send their applications to jobs@ziziafrique.org by October 6, 2023.