



SOS CHILDREN'S  
VILLAGES

## VACANCY ANNOUNCEMENT

SOS Children's Villages in Kenya is a member of the SOS Children's Villages International (CVI) Federation. SOS Children's Villages in Kenya is a child-focused Non-Governmental Organization established in 1973 to provide care and support to children who have lost or are at risk of losing the care of their biological family.

The organization's vision is "Every child belongs to a family and grows with love, respect, and security" and its programs are driven by the mission of "building families for children in need, helping them shape their own futures and sharing in the development of their communities". In this regard, the organization works to reduce poverty; increase access to quality education and decent work; reduce inequalities, and build strong institutions in line with Sustainable Development Goals (SDGs) 1, 4,8,10, and 16. This is done through programs that are geared towards addressing the political, economic, health, and socio-cultural root causes of child vulnerability and family separation. The programs focus on Alternative Care, Family Strengthening, Youth Empowerment, Education, Health, Advocacy, and Humanitarian Action.

SOS Children's Villages in Kenya implements programs in five (5) of Kenya's 47 Counties namely Nairobi, Mombasa, Uasin Gishu, Kisumu, and Meru. We seek to recruit suitably qualified person to fill the position of **Finance Manager**

### FINANCE MANAGER (1 POSITION, NATIONAL OFFICE, Nairobi)

#### **Position Summary:**

The Finance Manager is a key member of the Senior Management Team responsible for the day to day accounting and financial management of the organisation. This position reports directly to the National Director and supervises a team of 10 coworkers. The Finance Manager is also responsible for reporting on the financial performance to management and the Audit & Finance Committee of the Board of Trustees.

#### **Key Performance Areas and Main Responsibilities:**

##### **Strategy**

- Actively engage and contribute to the review of the SOS CV KE and finance strategy, policy and approach within the organization.
- Ensure that the appropriate vision and processes are in place to ensure the long-term financial viability of the organization, and provide sound financial advice to Management and Trustees .
- Ensure the organization is aware of its accountability to its stakeholders and that all relationships are managed, monitored and considered in the development of the organization.

##### **Finance Policies, Procedures and Processes**

- As custodian of finance policies and processes and standard operating procedures manuals. Maintain a documented system of accounting policies and procedures.
- Ensure appropriate risk management techniques and financial controls are embedded throughout the organization at strategic and operational levels.
- Develop and implement goals, policies, priorities, and procedures relating to financial management, budget, accounting, and/or payroll.
- Establish system controls for new financial systems and develops procedures to improve existing systems.
- Ensure compliance with donor grant agreements and policies and provide support during proposal formulation

##### **Fund Management**

- Work with the senior management team and the trustees to determine the organization's most sustainable funding structure and participate in fund raising initiatives.

[A loving home for every child](#)

- Forecast cash flow positions, related operational needs, and available funds, and ensure that sufficient funds are available to meet ongoing operational and capital investment requirements.
- Invest funds in line with approved investment policy.

### **Budgeting**

- Lead the budgeting process, ensuring strong processes are in place for resource allocation and performance monitoring at all levels.
- With the various senior managers develop departmental budgets, schedule expenditure, analyze variances and take corrective actions to address variances.
- Report to management on variances from the established budget, and the reasons for those variances

### **Financial Analysis**

- Direct the installation and maintenance of accounting records to show receipts and expenditures
- Drive the maintenance of general and subsidiary ledgers, accounts receivable, accounts payable revenue distribution, depreciation, cost, property, and operating expenses.
- Supervise and participate in the preparation of various financial statements and reports, including statements and reports of estimated future costs and revenues.
- Interpret the organization's financial results to management and recommend improvement activities
- Review bottlenecks and recommend changes to improve the overall level of throughput.

### **Audit, Risk & Compliance**

- Ensures adherence to policies, procedures and statutory guidelines.
- Facilitate statutory and internal audits. Coordinate preparation of external audit materials and external financial reporting.
- Lead the process and confirm that corrective and preventative actions identified by audit, risk and compliance reviews; investigations or other assessment mechanisms are undertaken within the agreed time frame.

### **Management of the Finance Function**

- Mentor and coach staff to build their capacity.
- Drive performance to ensure superior levels of performance are maintained. Recognize strong performance and institute corrective action where performance is below par. Proactively manage poor performance.
- Fully responsible and accountable for the finance department budget.
- Prepare and circulate monthly departmental dashboard reports to relevant stakeholders to facilitate informed and sound decision making. Trends, insights, concerns and recommendations clearly elaborated.
- Prepare Board papers as and when required.

### **Formal Qualifications & Experience Requirements**

1. A Bachelor's degree in **finance or accounting**, from a recognized institution of higher learning.
2. Must be a **CPA-K holder** and must be a member of ICPAK or other relevant body and in good standing
3. A Masters level qualification will be an added advantage.
4. A minimum of 10 years working experience with progressive responsibility for finance in a medium or large organization, preferably in the I NGO sector with at least 5 years in a senior management /leadership position.
5. A solid understanding of accounting principles, IFRS-(International Financial Reporting Standards) and working knowledge of all statutory legislation and regulations pertaining to finance.
6. Proficient user of D365 and MS Office productivity tools – especially advanced Excel
7. Extensive understanding of financial trends both within the organization and general market
8. Must have no criminal record and a demonstrated understanding of children's issues and rights.

9. Strong people engagement and influencing skills with the ability to build relationships, communicate, present, negotiate and resolve conflict
10. Analytical – synthesizes complex or diverse information; collects and researches data; uses intuition and experience to complement data; designs work flows and procedures.
11. Experienced leader of diverse people and processes with the ability to lead, develop and direct team members to deliver to high performance targets and standards.
12. A demonstrated adaptability to drive change and transformation.
13. Able to work under pressure, with strong organizational, planning, prioritization and execution skills and the ability take accountability for results and achievement of objectives.
14. Enthusiastic, decisive, pragmatic and dynamic hands-on individual with a sense of urgency, attention to detail, thoroughness and unquestionable integrity.
15. Commitment to the mission and values of SOS Children's Villages Kenya, with a dedication to making a positive impact on the lives of children and families

### **How to Apply**

If you believe your experience, competencies and qualifications match the job and role specifications described; send your application letter (stating current and expected pay) & updated CV(with details of at least 3 referees one of which must be immediate or former supervisor ) and in one PDF document.to: [recruitment@soskenya.org](mailto:recruitment@soskenya.org) addressed to the **Human Resource Manager** to reach us on or before **8<sup>th</sup> October 2024**.

**Please note that certificates will have to be certified by the institution before onboarding**

#### **Child Protection Policy**

SOS Children's Villages Kenya takes (Child safeguarding and Asset safeguarding) very seriously it is your responsibility to ensure you understand and comply with the child safeguarding and Asset safeguarding policies of the Organization. You must sign the Organization's child safeguarding compliance form alongside this Contract. To show your acceptance of the terms of service and the Child safeguarding and Asset safeguarding policies.

#### **Data Protection Policy**

At all times, ensure that the personal data of donors, sponsors, SOS Children's Villages in Kenya beneficiaries and their families, co-workers, suppliers, Board members, contractors, and other stakeholders is handled confidentially and by prevailing SOS-Kinderdorf International data protection laws and Kenya's legal frameworks on Data Protection.