



Re- Advertisement

Organization	Horn Relief, www.hornrelief.org
Position Title	Regional Finance Manager
Reporting to	Operations Director
Working with	Country Program Managers in HQ and Country offices
Duty station	Nairobi, Kenya
Duration	1 year
Application Deadline	6 th February, 2012
Salary and Benefits	International contract: US\$33,600 to \$ 49,644 Net per annum plus housing allowance, insurance, education allowance and other benefits.

ORGANIZATIONAL BACKGROUND

Horn Relief is an Africa based international development and humanitarian organization. At Horn Relief, we work with African communities who are yet to realize their full potential; working inside these communities to create environments in which Africans can thrive. We believe that environmental protection is the bedrock of a thriving community, so we aim to prevent, manage, and overcome situations that adversely affect communities' wellbeing by: reinvigorating the economy, developing skills for life and work, providing humanitarian aid and Influencing policy. For the past 20 years we have strengthened rural livelihoods through environmental awareness, training, technology transfer and innovative humanitarian projects in pursuit of a peaceful, self-reliant, and greener future. Currently, Horn Relief has programs in Somalia, Kenya and South Sudan. Our current donor portfolio includes European Commission, USAID, SIDA, CIDA, UNICEF, Government of Netherlands and others.

Primary Responsibilities

The Regional Finance Manager will be a full-time member of the Horn Relief staff, working with the teams in HQ, country offices and the field. The main responsibilities will be the planning and coordination of the activities of the finance unit by ensuring that the unit has adequate resources to effectively undertake its activities. The Regional Finance Manager will be part of the senior management team of Horn Relief and will ensure compliance with all Horn Relief and donor financial policies and guidelines at all levels.

Financial Management

- Planning and coordinating the activities of the Finance unit by ensuring that the unit has adequate resources to effectively undertake its activities.
- Providing leadership and supervision to all staff in the units in regards to carrying out their daily tasks in an effective and efficient manner as per Horn Relief policies and procedures and donor requirements.
- Coordinate the preparation and monitoring of budgets for all projects/programmes as per Horn Relief and Donor formats, on monthly, quarterly and annual basis.
- Ensure provision of timely and sound financial reports to the Management, donor and other stakeholders on monthly, quarterly and annual basis
- Represent Horn Relief in various forums and be able to proficiently report on Horn Relief activities effectively.
- Instituting organizational financial policies and procedures with the approval of the Operations Director and Executive Director, identifying where there are gaps and ensuring compliance to the said policies.
- Responsible for all financial issues and correspondence on financial matters with partners, donors and Government agencies.

Business planning and Donor management

- Prepare annual operations plan for the organization
- Review, revise, update financial operations policies and procedures as and when required
- Supervise budgeting and programme planning of country teams
- Manage the overall organizational cash flow
- Plan for the growth and expansion of the organization finance function
- Oversees and manages the annual auditing process and liaises regularly with auditors (internal and external), donors and government agencies.

Compliance and implementation of policies and procedures

- Ensure regular financial monitoring in the field /country sub offices are undertaken and any findings and recommendations are implemented in good time.

- Ensure the organization is in compliance with statutory laws and legislations
- Ensure full compliance with internal policies, donor regulations and budget restrictions on all projects.
- Oversee the performance management of all finance staff and undertake annual performance review of finance managers

Capacity Building

- Provide orientation and training to the all managers in the organization on cost-effective management and Horn Relief's financial policies and procedures
- Ensure Identification of any capacity gaps and ensure any capacity building needs in the finance department are identified.
- Ensure the planning and implementation of capacity building activities for Horn Relief finance staff and partners on timely and efficient manner.
- Manage, develop and mentor finance managers and ensure staffs develop competencies in the key functional areas.
- Ensure the identification of best practices within and outside of Horn Relief and help in the documentation and implementation of such practices

QUALIFICATIONS

- Bachelors degree in Accounting, Finance or Business Administration
- Professional qualifications in accounting or CPA (K), ACCA, CIMA, or equivalent;
- A minimum of 6 years experience working in a similar position;
- Experience in managing multiple programmes and operations remotely
- Experience in institutionalizing financial policies and procedures and internal control systems;
- Strong attention to detail and a high level of organization;
- Previous experience in similar position will be an added advantage

REQUIRED COMPETENCIES

- Excellent communication skills both oral and written and the ability to work independently and as part of team;
- Diplomacy, tact and negotiation skills;
- Willingness to travel regularly to and within remote areas (In Kenya, South Sudan and Somalia);

- Ability to function effectively in a complex work environment, set appropriate priorities and deal effectively with numerous simultaneous requirements.
- Strong management skills and strong competencies in people management, capacity building and coaching;
- Proficiency in all Microsoft Office programs, particularly Microsoft Word, Excel, and financial applications such as sun systems is strongly preferred.
- Strong hand on experience and knowledge of institutional donor funding requirements and regulations particularly European commission, UN agencies, DFID and USAID to be able to advise program staff accordingly.
- Strong analytical and numeracy skills as well as be ability to demonstrate experience of working with computerized accounting packages and spreadsheets with ability to transfer these skills to other users.
- Good knowledge of local and regional laws and statutory requirements
- Highly developed interpersonal skills and a proactive approach to issues

APPLICATION PROCESS

Applications should be submitted by **6th February, 2012**. All applicants must meet the minimum requirements described above, and those unable to meet these requirements will not be considered. Horn Relief is an equal opportunity employer.

Each application package should include the following:

- Cover letter with the applicant's current contact information
- Resume (including detailed work experience, education/degrees)
- Professional References (minimum of three, with complete contact information)

All applications should be sent to Horn Relief at vacancies@hornrelief.org **AND** hornreliefjobs@gmail.com with the subject line: **Regional Finance Manager**

Applications not including all of the above information will not be reviewed. Only short listed candidates will be contacted.