The Global Alliance for Improved Nutrition (GAIN) is a Swiss-based foundation launched at the UN in 2002 to tackle the human suffering caused by malnutrition. Working with both governments and businesses, we aim to transform food systems so that they deliver more nutritious food for all people. In particular, we aim to make healthier food choices more desirable, more available, and more affordable. GAIN’s mission is to advance nutrition outcomes by improving consumption of nutritious and safe food for all people, especially the most vulnerable to malnutrition.

**DESCRIPTION**

**Overall purpose**

The Finance and Administration Manager is a key position in the Kenya country office. This position is expected to provide essential administrative, governance, financial, HR, IT and internal control services to the programme operations whilst ensuring compliance with global GAIN policies, systems and procedures. The Finance and Administration Manager is expected to be both responsive and proactive to operational requirements with an ability to plan the work of programme support.

S/he is part of the country office leadership and ensures compliance with external requirements, such as local laws and regulations and donor, partner, service provider and vendor contractual obligations. S/he is responsible for safeguarding GAIN’s interest in these transactions and interactions, providing effective first level stewardship of GAIN’s assets, resources, staff and premises. S/he provides support to the Country Director, staff and consultants in maintaining good relationships with external stakeholders.

**Tasks and responsibilities**

1. **Finance, budget and grants management:**

   The Finance and Administration Manager is responsible for the supervision and coordination of the finance, budget and grant function in the country office. The following is an illustrative but not exhaustive list of tasks:

   - Ensure availability of Finance manual and procedures, their understanding by employees, executive agencies and consultants and their successful implementation.
   - Supervise Finance section and ensure financial transactions are recorded in line with GAIN norms and standards in a timely fashion. Maintain financial records including ledger, journal, petty cash and cash books and bank details. Manage receivables and payables in line with GAIN guidelines. Prepare cash flow and fund flow statements for review.
   - Oversee monthly closing, ensuring all transactions for the month are recorded accurately and deadlines set by GAIN headquarter are met.
   - Ensure accurate and timely release of salary and other payments to staff. Oversee the changes in salary and maintain the consistencies with HR records at headquarter.
   - Coordinate with local banks and ensure opening of bank account of GAIN and timely review of bank statements and bank reconciliation.
   - Support Country Director on preparation of programme budgets, analysis of grants and expenditure.
The Global Alliance for Improved Nutrition

- Prepare country budgets and finalise them in collaboration with HQ finance and programme departments.
- In coordination with consultants and program teams at country office and headquarters, engage in timely preparation of budgets and quarterly pipelines.
- Ensure preparation and availability of statutory financial records (e.g. income tax return) and tax compliance and compliances relating to foreign grants.
- Secure the proper filing and storage of all financial records
- Oversee the proper monitoring of GAIN’s funds and assets which are transferred to EAs (executive agencies) for the implementation of GAIN programmes.

2. Office administration, establishing systems and processes

The Finance and Administration Manager will provide financial management and administration support to all aspects of GAIN Kenya office functions and establish systems and processes for the smooth functioning of the office. S/he would closely work with Country Director, Senior Program Manager, Project Managers, HR and the Corporate Services team in HQ to ensure that all responsibilities are carried out in a timely manner. The following is an illustrative but not exhaustive list of tasks:

- Supervise and provide guidance to the administrative staff to deliver their functions.
- Ensure staff are aware of, understand and comply with GAIN’s administration policies and procedures, e.g. procurement, security, travel and expense reporting.
- Oversee security management for the country office, develop sound security management and support within the country office, in collaboration with the global security support.
- Ensure that security incidents are reported/escalated in timely manner to the CD, global support teams and other relevant stakeholders across GAIN.
- Ensure strict compliance to GAIN Kenya and global security policies and codes.
- Coordinate with real estate agents and vendors to secure favourable leasing arrangements following GAIN norms. Coordinate with HQ Legal to finalise arrangements.
- Ensure absolute integrity and transparency in the procurement function and ensure the best value for money is obtained and requirements of GAIN are met in a cost effective and timely fashion. Ensure timely and accurate payments to vendors.
- Ensure proper security and safety of the staff members and premises and finalise security and insurance arrangements as per GAIN norm.
- Oversee the proper upkeep and maintenance of office premises and working facilities like telephone system, photocopying machines and furniture to provide the best possible physical environment for staff to discharge their duties.
- Ensure all service contracts are valid and maintained.
- Ensure timely verification of stocks and assets, inventories at the office and project sites as deemed fit.
- Manage staff travel logistics and ensure all hired vehicles as per established procedures.
- Manage the logistics of visitors to the country office as required.
- Develop and facilitate convergence between resource and logistics of different projects.
- Complete the required documentation, like official request from the government authorities for GAIN assistance and facilitating meeting within the Programme Office for mobilisation of response.

3. Internal Governance Management

The Finance and Administration Manager will support strengthening internal governance including legal matters such as compliance to local registration. The following is an illustrative but not exhaustive list of tasks:

- Support the compliance processes with the requirements for NGO operations with the government of Kenya. Coordinate with other ministries on approvals, statutory and legal compliances in adherence to country law.
• Support the process in acquiring work permits or expatriate staff with Kenyan Immigration authority.
• Support the CD with timely and appropriate resolution of legal cases in which GAIN may be involved, to the best interests of GAIN.
• Ensure that administrative, budgetary, procedural and accounting controls evolved are actually complied with and improve them with time in accordance with HQ’s guidelines.

4. Human Resource (HR) Management:

The Finance and Administration Manager is the point person for HR in the country office, supporting the CD and Headquarter (HQ) HR function in all matters relating to recruitment, appointments, contract renewals, implementation of performance management system and select HR interventions. Illustrative tasks are as follows:

• Ensure the availability and accessibility of updated HR Manual to all staff in the state/programme office. S/he is responsible to clarify any point contained in the manual as and when required by any member of staff, where necessary taking the help of GAIN HQ.
• Support the country office in the coordination of the recruitment processes with HQ HR
• Monitor staff contract expiry date and ensure timely completion of contract renewal and other formalities
• Process payroll and submit statutory requirements to government.

5. Information Technology (IT) Services:

The Finance and Administration Manager is responsible for the IT activities/function in the office to ensure that the IT infrastructure is maintained to meet high service level requirements and to integrate/coordinate closely with the centralised IT function in Geneva. The illustrative tasks are listed as under:

• Ensure stable and responsive networking (Local and Wide Area) environment with the adherence to security standards for network and user authorities.
• Be familiar with the basics of computer / LAN / VSAT operations the standard software.
• Monitor proper and authorized use of the office computers / LAN / VSAT are used smoothly
• Promote productive use of computers amongst the staff and suggest training needs to increase computer skills amongst the staff.
• Ensure system integrity, security of the system and easy accessibility of the required information and ensure cost effective maintenance of all IT equipment.
• Ensure IT Policies and system adherence
• Facilitate Knowledge Management

6. Support resource mobilisation, diversifying revenue growth, programme quality and impact agenda

• Lead in the development of costings and budgets for new project development with support from the CD, programme team and the global finance team
• Support the programme team to leverage resources, new business development and diversify revenue growth.
• Support the programme team to develop best practices on budgets and grants management that can attract potential donors.
• Monitors field work and partners to verify financial expenditure and reports and provide technical support to partners and program team on effective use of resources.
The Global Alliance for Improved Nutrition

Key organisational relationships
- GAIN Kenya Staff (Country Director, Project Managers etc)
- Government functionaries
- GAIN Headquarters
- Legal retainers/auditor/tax consultant
- Vendors /landlord/consultants

JOB REQUIREMENTS

Competencies and Skills
- Ability to plan and organise a substantial workload that includes complex diverse tasks and responsibilities.
- Problem solving, decision making and delegation skills.
- Excellent oral and written communication skills (English)
- Leadership skills, including the ability to supervise and motivate staff effectively.
- Ability to coach, mentor and provide guidance to supervised staff.
- Knowledge and skill on introducing and implementing GED (Gender Equity and Diversity) principles.
- High level of integrity.
- Sound judgment.
- Ability to cooperate with others and work in a participatory manner to achieve established goals.
- Self-confidence.
- Ability to work without close supervision.
- Compassion, tact and sensitivity.

Experience
- Minimum 5 years’ experience in a similar finance managerial position, internal audit / compliance, and supervision of other staff.
- Experience working with an international NGO preferred.
- Experience in managing donor grants such as DFID, USAID, EU, etc
- Experience in managing private sector funding and external consultancies
- Computer literacy with excellent MS word, MS Excel, Outlook, PowerPoint and Tally skills.
- Familiarity with Quickbooks , Navison or similar accounting software required

Education
- Professional accounting qualification.
- Post Graduate degree in finance or business management
The Global Alliance for Improved Nutrition

<table>
<thead>
<tr>
<th>Other requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Familiarity with Salesforce is desirable</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>WHAT GAIN OFFERS</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Flexible working hours</td>
</tr>
<tr>
<td>• Friendly working environment</td>
</tr>
<tr>
<td>• Professional development opportunities</td>
</tr>
</tbody>
</table>