

Global Alliance for Improved Nutrition

Job title:	Finance Officer		
Classification:	Grade 3	Direct reports:	0
Work location	Nairobi, Kenya	Travel required:	Limited

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
<p>Overall purpose</p> <p>The Finance Officer will work under the supervision of the Head of Operations and to ensure processing and recording of payment transactions are done in timely and accurate manner. The Finance Officer supports compliance, and the expectation is for strong collaboration with all country office staff members. The Finance Officer position requires resolute fiduciary responsibility of all financial resources and high professional standards with a willingness and ability to enforce compliance with GAIN and donor policies and procedures.</p>
<p>Tasks and responsibilities</p> <ul style="list-style-type: none"> • Work with the Head of Operations to plan and implement financial operations systems in accordance with GAIN policies and procedures while keeping within donor requirements. This includes systems for Cash Flow management, consolidation of accounting information, internal controls, financial reporting, financial record keeping, grant management and compliance. • Support the Head of Operations to improve and enhance the efficiency of existing control systems and develop standard operating procedures for accounting • Perform financial review of purchase requests, purchase orders, and payment requests to ensure compliance with GAIN policies and procedures and donors grants and contracts requirements and promptly process payments. • Preparing cash flow forecast and ensure adequate funds in the office at all times. • Preparation of monthly reports, ensuring all transactions for the month are recorded accurately and deadlines set by the global finance team are met. • Coordinating with local banks and ensuring a timely preparation of bank statements and bank reconciliation. • Supporting the Head of Operations on preparation of programme budgets, analysis of grants and expenditure. • Preparing country Office budgets and finalizing them in collaboration with the global finance team • Support in preparation and availability of statutory financial Statements, Annual Income Tax returns, PAYE returns, NHIF, NITA and NSSF. • Securing the proper filling and storage of all financial records. • Fulfill all the external audits processes, providing timely documents and preparing schedules as may be required.

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- Work with the project teams to ensure travel per diems and reimbursements are performed within GAIN policies and procedures and reconcile staff debtors accounts monthly.
- Assist with follow up on subaward compliance issues, audits and document resolutions

Key organisational relationships

- Reports to the Head of Operations.
- Close collaboration with staff members in the GAIN Kenya Programme.
- Liaises regularly with relevant International Finance Team in London and the Accounting Team in Geneva.
- Liaises with other partners or government as may be necessary

JOB REQUIREMENTS

Competencies

- Familiarity with major international donor rules and non-profit accounting.
- Familiarity with computerized, double-entry accounting software.
- Accuracy in the processing of cash transactions, mathematical aptitude and attention to detail.
- Ability to work without close supervision.
- Computer literacy with excellent MS word, MS Excel, Outlook, PowerPoint and Tally skills.
- Familiarity with Quickbooks, Navision or similar accounting software required
- Familiarity with Salesforce is a plus
- Ability to plan and organize a substantial workload that includes complex diverse tasks and responsibilities.
- Problem solving, decision making and delegation skills.
- Excellent oral and written communication skills (English)
- High level integrity.
- Sound judgment.
- Ability to cooperate with others and work in a participatory manner to achieve established goals.
- Proactive with a commitment to quality and accuracy with close attention to detail

Experience and Education

- A degree in accounting or a relevant business field.
- Minimum CPA 3 or other relevant accounting qualification.
- At least four years' experience in accounting, bookkeeping or cashiering, including experience with double-entry accounting preferably in an international NGO.

Other requirements

- Fluent written and verbal English
- Proactive and self-motivated individual capable of engaging persuasively with various stakeholders
- A self-starter, able to work independently

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WHAT GAIN OFFERS

- Flexible working hours
- Friendly working environment
- Professional development opportunities