



WOMEN EDUCATIONAL RESEARCHERS OF KENYA
Linking Research to Advocacy and Action

JOB ADVERT-FINANCE AND ADMINISTRATION MANAGER

WERK seeks a Finance and Administration Manager for an anticipated Reading Champions project in Kenya. The purpose of the activity is to improve and sustain student learning through a resilient and accountable education system together with families, communities and other Kenyan partners. We are looking for individuals who have a passion for making a difference in the lives of people around the world and demonstrate leadership, versatility, and integrity in their work. All candidates must possess a degree in a relevant field and English fluency is required. Experience in Kenya or East Africa is preferred.

The Finance and Administration Manager shall work under the leadership of the COP and will be responsible for all aspects of operations, including administration, finance, procurement, and human resources.

Responsibilities include:

1. Manage all aspects of project finance, accounting functions, and compliance with all donor requirements.
2. Assist with project financial planning responsibilities, including ensuring alignment and compliance of the budget, to expected results and ensuring cost-effective use of resources.
3. Manage the budget, track project spending, and prepare financial reports for submission to the Donor.
4. Ensure funds expended are compliant with the Donor regulations and policies.
5. Initiate, develop, maintain, and revise policies and procedures for the general operation of the finance and compliance program and its related activities.
6. Support sub-recipients' in addressing challenges related to receiving project funds, while mitigating risk.
7. Along with Project Team, support sub-recipients to meet cost share commitments.
8. Identify potential areas of financial and compliance vulnerability and risk and develop or implement corrective action plans to resolve problematic issues.
9. Implement fraud mitigation practices and ensure systems and processes are implemented effectively to support implementation of the award.
10. Ensure proper financial documentation and reporting, establish and provide direction and management of project funds.
11. Analyze financial data with attention to the impact of adaptation on programming.

12. Conduct training/orientation for other personnel as needed on efficient, effective financial and internal control systems, budget analysis, policy and procedure awareness, and compliance.
13. Ensure that corrective action plans approved by WERK in response to external or internal audits and other monitoring reviews are implemented as planned and scheduled.
14. Ensure financial records organization, retention, and security.

Qualifications:

1. A Bachelor's Degree in Business Administration, Finance, Accounting or equivalent from an accredited university.
2. Relevant professional certification and membership from accredited accounting institutions.
3. At least 10 years of relevant experience with at least 5 years as a Finance and Administration Manager on donor-funded projects.
4. Experience with Donor projects, and understanding of rules and regulations.
5. Knowledge of generally accepted accounting practices, financial reporting standards, financial management processes and procedures.
6. Demonstrated exemplary management, supervision, communication, and interpersonal skill to ensure internal coherence among diverse team members and productive relations with the GOK, donors and the international community.
7. Ability to write, communicate and prepare contractual documents and reports clearly in English.

Applications should include:

- An application letter explaining why you are a good fit for this job, what makes you a strong candidate, and why you want to work for WERK.
- A resume summarizing qualifications and experience.
- Copies of academic certificates
- 3 work referees with contact information. One referee must be the current supervisor.
- Please indicate your expected remuneration/salary in your application.

The above documents should be sent as one PDF document

Application Instructions:

Note: This position is contingent upon donor approval and funding

Please send your CV and cover letter to the email address jobs@werk.co.ke or hand delivered to our office located on 1171 Argwings Kodhek Road, House no 4. In the subject line, please indicate the position title to which you are applying. Finalists will be contacted. The deadline for submission of applications is **Tuesday 2nd January 2024**. For more information on WERK, please visit www.werk.co.ke

WERK is an equal opportunity employer and does not discriminate in its selection and employment practices on the basis of race, color, religion, sex, national origin, political affiliation, sexual orientation, gender identity, marital status, disability, genetic information, age, membership in an employee organization, or other non-merit factors.