



## Finance and Administration Manager

WVP Kenya is looking for an experienced Finance and Administration Manager to assist in the management of their Bondo office. The Finance and Administration Manager provides oversight to and assumes responsibility for finance and administrative work of WVP Kenya in Bondo, including finance and budgeting, administration and reporting, internal communications and compliance with local laws. This position reports directly to the Programme Manager but will provide regular updates to a UK-based board of Trustees by email. The ideal candidate will have a hands-on experience in management accounting and experience of managing budgets on day to day basis.

WVP Kenya is a small youth-focused development NGO that was set up in 2006, running the largest scholarship programme in the Bondo and Lugari districts. Other development activities include a community capacity support programme, sports and health education, building of primary health care infrastructure and social protection of orphaned and caregiving children. For more details, visit [www.wvpkenya.org.uk](http://www.wvpkenya.org.uk)

<b>Volunteer title:</b>	Finance and Administration Manager
<b>Terms:</b>	There will be a trial period of 3 months followed by a fixed-term contract of 1 year. The contract may be extended further, dependent on performance.
<b>Monthly salary:</b>	Ksh 25,000 – subject to increase depending on performance.
<b>Location:</b>	Bondo Town, Bondo District, Nyanza Province, Kenya.

### Qualifications

#### Essential:

- ⇒ Experience of writing donor reports and proposals
- ⇒ At least 2 years' experience (proven track record) of management within a reputable organisation is an added advantage
- ⇒ Proven/good understanding of information technology (use of computers and emails)
- ⇒ Good English and Dholuo language skills

#### Desirable:

- ⇒ Diploma or higher degree in accounting or financial management

## Responsibilities

### Financial management:

- ⇒ Responsibility for the day-to-day cash position of the organisation, for supervision of banking activities and cash accounting
- ⇒ Primary responsibility for overseeing the completion of all accounting activities, including entering receipts daily and reporting to meet WVP Kenya's donor and internal requirements.
- ⇒ Primarily responsible for implementing financial controls in the organisation.
- ⇒ Responsibility for budgeting and forecasting of programme expenditure, in order to highlight funding needs or accumulating surpluses.
- ⇒ Responsibility for regular internal auditing and monitoring of programme and non-programme expenditure, and developing corrective action where necessary.
- ⇒ Responsibility for ensuring organisation-wide compliance with external tax and financial reporting requirements.

### Operational management:

- ⇒ Point of contact for staff, including resource management (staff time and programme co-ordination) and short-term programme planning. Assist in arranging staff meetings.
- ⇒ Responsibility for maintaining staff records, including review of staff contracts, annual review of performance against job description, and goals for the upcoming year

### Programme support:

- ⇒ Responsibility to work with the programme director to liaise with and respond to WVP Trustees on a regular basis (via emails and calls), including comprehensive monthly narrative and financial reports
- ⇒ To be flexible and responsive in supporting the day to day needs of WVP and the children the organisation supports

### Donor relations:

- ⇒ General management of donor relations including:
  - Responsibility for completion of donor reporting requirements, including preparation of reports and expenditure against budget documents
  - Assisting with the financial/operational side of funding applications

## Application process

If you would like to apply for this position, please send us your CV and a cover letter explaining why you are interested in taking up this position and why you think you would excel in the role. In your cover letter, also include the contact details (telephone and email) of two referees who can comment on your work experiences. Please only apply if you are a Dholuo speaker.

Send your application by e-mail to: [workwithus@wvpenya.org.uk](mailto:workwithus@wvpenya.org.uk) – please also use this e-mail for any questions you may have. The **deadline for applying is 4 January 2013**. Short-listed candidates will be required to attend an interview in Bondo in the week commencing 7 January 2013.