



Finance and Programme Officer

(Also advertised as compliance Officer)

WVP Kenya is seeking a Finance and Programme Officer for our head office in the Bondo District of Western Kenya. WVP Kenya is a small youth-focused development NGO that was set up in 2006, and is with 420 scholars running the largest scholarship programme in the district. 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

Volunteer title:	Finance and Programme Officer (FPO)
Full time:	Yes
Fixed-term:	Minimum 12 months (including one month break) commencing September 1
Allowance:	Ksh 15,000 (£120) per month living allowance, accommodation, two return flights to Europe

Job Description:

The Finance and Programme Officer will be based in Bondo district and be responsible for the financial management of our funds, monitoring of programme progress and reporting to donors on all programmes implemented by WVP Kenya. The majority of time will be spent on programme monitoring, cash management and financial budgeting of WVP Kenya's largest programme, a scholarship programme for orphaned children. The Finance and Programme Officer's job requires a detail-oriented individual, who can work under deadline pressure.

Duties and responsibilities:

- ⇒ Financial Management including cash management, reconciliations, forecasting, budget management and financial reporting
- ⇒ Review and work to improve the efficiency and quality of ground operations
- ⇒ Risk Management including the reduction of vulnerability to fraud, abuse, and waste
- ⇒ Ensure that all the requirements of charitable organizations are met to satisfy the board of trustees and the UK charity commission as well as the Kenyan bureau for NGOs
- ⇒ Project reporting to donors and trustees
- ⇒ Programme monitoring and implementation
- ⇒ Maintain and build relationships with international donors
- ⇒ Compile donor reports, including regular narrative and financial reporting and ad hoc reports as required
- ⇒ Build excellent working relationships with the local staff and provide them with support and training (e.g., on project management, IT skills)
- ⇒ Programme development and fundraising in liaison with local staff and communities
- ⇒ Implementation of written policies, procedures, and standards of conduct
- ⇒ Conduct internal monitoring and auditing responding promptly to detected problems, developing corrective action, and reporting findings to the trustees in the UK

Person Specification

Essential criteria:

- Some background in financial management
- Practical experience of budget management and financial reporting
- Excellent communication skills; both written and verbal
- IT skills including strong Excel skills
- Willingness to learn about development ideas and practices
- Ability to build good working relationships with people from different cultures and backgrounds
- Flexible approach to working and an ability to adapt to a new culture

Desirable criteria:

- Experience of report writing for donors and/or managers
- Experience of cash management processes and controls
- Practical experience of working in a small organisation
- Strong personnel management skills
- Experience of working with an NGO or in a development context
- Experience working in a resource-poor setting

Who can apply?

The successful candidate will have a background in and strong understanding of development issues and have experience of work related to international development. The candidate must have a good bachelor's degree as well as administration and project management experience. Candidates must be prepared to live in a poor and remote area of Kenya. Short-listed candidates will be required to attend an interview in London in August 2011.

Application process:

If you would like to apply for this position, please visit our website (<http://www.wvpkenya.org.uk/application.html>) and complete a short application form and upload your CV. Should you have any questions, please e-mail us on workwithus@wvpkenya.org.uk. The **deadline for applying is 24 July 2011**. Only short-listed candidates will be contacted and required to come for an interview in London in August.