SOS Children’s Villages Kenya (SOS CV KE) is an affiliate of SOS Children’s Villages (SOS CV) - International whose mission is to build families for children who have lost or do not have adequate parental care, nurture them, help them shape their own futures and share in the development of their communities. In Kenya, SOS CV Kenya runs five Children’s Villages in Nairobi, Mombasa, Eldoret, Meru and Kisumu. SOS Children’s Villages Kenya also runs education, health and child rights advocacy programmes and works with local communities to prevent family separation through its Family Strengthening Programs.

We seek to recruit a suitably qualified person for the following position:

**FINANCE MANAGER – NATIONAL OFFICE NAIROBI**

**Key Functions of the Job**

The Finance Manager is a key member of the Senior Management Team responsible for the day to day accounting and financial management of the organisation. The Finance Manager is also responsible for budgeting, reporting on the financial performance to management and the Audit & Finance Committee of the Board of Trustees.

S/he will undertake various duties which include but not limited to:

- Actively engage and contribute to the development and review of the SOS CV Kenya’s finance strategy, policies, procedures and approaches.
- Act as the lead interface between the National Director, the senior management team in Kenya and in the region and Trustees on financial matters.
- Ensure compliance with government regulations & laws, donor requirements as well as SOS internal policies and guidelines.
- Ensure strict adherence to tracking, handling and handling of restricted funds.
- Ensure that the appropriate vision and processes are in place to ensure the long-term financial viability and health of the organization and provide sound financial advice to management and Trustees including the financial consequences of proposed actions.
- Custodian of finance policies and processes and standard operating procedures and manuals. Maintain a documented system of accounting policies and procedures.
- Ensure appropriate risk management techniques and financial controls are embedded throughout the organization at strategic and operational levels.
- Develop and implement goals, policies, priorities, and procedures relating to financial management, budget, accounting, and/or payroll.
- Establish system controls for new financial systems and develops procedures to improve existing systems.
- Lead the budgeting process, ensuring strong processes are in place for resource allocation and performance monitoring at all levels.
- With the various senior managers develop departmental budgets, schedule expenditure, analyse variances and take corrective actions to address variances.
Report to management on variances from the established budget, and the reasons for those variances

Lead the process and confirm that corrective and preventative actions identified by audit, risk and compliance reviews; investigations or other assessment mechanisms are undertaken within the agreed time frame.

Drive performance within the finance function to ensure superior levels of performance are maintained. Recognize strong performance and institute corrective action where performance is below par. Proactively manage poor performance.

Required Qualifications/Abilities

- A Bachelor’s degree in finance or accounting, from a recognized institution of higher learning.
- Must be a CPA-K holder and a member of ICPAK. A Masters level qualification will be an added advantage.
- A minimum of 10 years working experience with progressive responsibility for finance in a medium or large organization, preferably in the NGO sector with at least 3 years in a senior management/leadership position.
- A solid understanding of financial statistics and accounting principles, with working knowledge of all statutory legislation and regulations pertaining to finance, and the ability to guide and lead employees to ensure appropriate financial processes are being used.
- Proficient user of SAP’s and MS Office productivity tools – especially advanced Excel and Navision.
- Extensive understanding of financial trends both within the organization and general market.
- Must have no criminal record and a demonstrated understanding of children’s issues and rights.
- Strong people engagement and influencing skills with the ability to build relationships, communicate, present, negotiate and resolve conflicts.
- Analytical - synthesizes complex or diverse information; collects and researches data; uses intuition and experience to complement data; designs work flows and procedures.
- Experienced leader of diverse people and processes with the ability to lead, develop and direct team members to deliver to high performance targets and standards.
- A demonstrated adaptability to drive change and transformation.
- Able to work under pressure, with strong organizational, planning, prioritization and execution skills and the ability take accountability for results and achievement of objectives.
- Enthusiastic, decisive, pragmatic and dynamic hands-on individual with a sense of urgency, attention to detail, thoroughness and unquestionable integrity.

If you believe your experience, competencies and qualifications match the job and role specifications described; send your application letter (stating current and expected pay) & updated CV(with details of at least 3 referees one of which must be immediate or former supervisor) addressed to the National Director to reach us on or before 16th February 2019 by email to: recruitment@soskenya.org

Only short listed candidates will be contacted.

*SOS Children’s Villages Kenya is an equal opportunity employer and its Recruitment Policy addresses itself to the core values of best practice, diversity and equality.*