Finance Manager JD

About the Green Belt Movement

The Green Belt Movement is a non-governmental organization founded in Kenya by Nobel Peace Prize Laureate Prof Wangari Maathai. Since 1977, the movement’s work has focused on conserving the environment by empowering rural women and local communities through environmental education, supporting ecosystem restoration through tree planting, advocacy and movement building, and creating livelihood safety-nets at household level.

To learn more about the work of The Green Belt Movement, please refer to http://GreenBeltmovement.org/who-we-are

What are we looking for?

The Green Belt Movement is in an exciting growth phase, expanding its work in Kenya and increasing its influence across Africa and therefore seeks a dynamic and experienced Finance Manager. Based in Nairobi, he/she will report to the Executive Director. The Manager will work closely with the senior leadership team; will be responsible for delivering the finance strategy of the organization. He will be responsible for the finance strategy planning, development, tracking and reporting, provide financial advice and support to partners and colleagues to enable them to make sound business decisions, ensure Smooth running of finance function as well as sound finance operating procedures and processes. The manager will also be responsible for providing leadership to the Finance team. The Manager will uphold and exemplify The Green Belt Movement, its vision, mission, values and objectives.

Key Responsibilities

Planning and Development

- Take responsibility for overall management and delivery of the financial plan for GBM.
- Providing and interpreting financial information;
- Monitoring and interpreting cash flows and predicting future trends;
- Formulating strategic and long-term business plans;
- Developing financial management mechanisms that minimize financial risk;
- Conducting reviews and evaluations for cost-reduction opportunities;
- Managing GBM’s financial accounting, monitoring and reporting systems;
- Liaising with auditors to ensure annual monitoring is carried out and audits are done in a timely manner;
- Developing external relationships with appropriate contacts, e.g. auditors, solicitors, bankers and statutory organizations.
- Producing accurate financial reports to specific deadlines;
- Coordinate the preparation budgets based on GBM’s strategic work plans and continuous monitoring and management of these budgets in liaison with Program team
- Maintain appropriate relations with donors and all stakeholders by preparing reports as necessary, ensuring compliance with any contracts.
Financial management

- Maintain day-to-day financial control within budgets.
- Ensure that all finances are properly administered and monitored, including credit control.
- Ensure that appropriate financial regulations and controls are in place and in use at all times.
- Prepare and review detailed budgets for approval by the Board in conjunction with the Executive Director and Finance Committee.
- Ensure Monthly Reconciliation of bank statements by comparing statements with cash and bank register for all GBM bank accounts. This also includes reconciliations and reporting on Mpesa account.
- Maintain up to date vote book for every project budget line
- Submit monthly, quarterly project financial reports. Ensure that all financial reporting obligations are met in relation to submissions for funding, for grant aid, for contracts and any other initiatives.
- Support the Executive Director in the provision of information for the estimates.
- Advise on the proper allocation of resources.
- Plan and direct short-term and long-term financial goals of the organization. Provide financial direction, planning and accounting to the Organisation.
- Oversee that all finance and accounting functions including budgeting, asset management, cashflow management, management reporting, payroll administration, in accordance with the accepted accounting principles, policies & procedures of GBM and all other applicable laws and guidelines.
- Ensure all Accounting, Reporting and Tax areas of the organization comply with regulatory environments and that reports are prepared in conformity with generally accepted accounting principles, and accurately present the financial condition and results of operations of the organization
- Ensure that appropriate financial infrastructure is in place to support the provision of GBM’s services to its staff and partners in line with the organizations requirements.
- Monitor and ensure that the organization and other resources are safeguarded and it does not suffer financial loss through theft, fraud or error by maintaining strong internal systems and controls
- Identify and formulate strategies to effectively and efficiently manage the cash and liquid assets of the Company.
- Forecast cash flow requirements in consultation with the Executive Director.
- Maintain & operate bank accounts of the organization to ensure efficient management of financial resources
- Plan and establish the organizations budget and take charge of management reporting.
- Establish and prepare accurate and timely information for budget monitoring and progress reporting for program funds & grants
- Maintain accurate accounting databases
- Manage and direct the Finance team including: hiring, setting performance standards, coaching, appraising and motivating.
- Protect organization’s value by keeping information confidential
Requirements:

- A minimum of Bachelor’s Degree in business administration, economics, accounting, finance or related field and a CPA (K) or ACCA finalist qualification is required. A Masters’ degree in finance is an added advantage.
- At least 10 years’ experience in a financial monitoring role with at least 5 years in a Finance Leadership role or similar position in the NGO environment.
- Knowledge of leadership and management principles as they relate to non-profit/voluntary organizations
- People Management, Financial and Project management skills
- A comprehensive knowledge of rules, regulations and policies that govern management of grants and cooperative agreements a must.
- Working knowledge of computerized accounting and other computer application packages is mandatory.
- Analytical approach to work; Strong attention to detail and an investigative nature and problem-solving skills and initiative is a must.
- Good time management skills and the ability to prioritize;
- The ability to make quick but rational decisions;
- Ability to lead and motivate others;
- Ability to adapt quickly to different working environments.
- Computer, Interpersonal, communication and presentation skills a must.
- Flexibility and willingness to change work practices and hours as the role may demand.
- Demonstrates integrity by modelling the GBM’s values and ethical standards

How to Apply:

Applications should be submitted via email recruit@platinumadvisory.co.ke on or before Friday 26th January 2024 with ‘Finance Manager Application’ as the subject line.

Applications must include: 1) a motivation letter that indicates: a) why you are interested in this position and what inspires you to join Green Belt Movement; and b) aspects of your background that demonstrate the required competence for this role. 2) A detailed CV with 3 references.

Please ensure that your application as a whole speaks to the required qualifications, experience, personal profile and key roles and responsibilities. Please do not apply if you do not meet the required experience. Only shortlisted candidates will be contacted. Please note that applications will be reviewed on a rolling basis.

By submitting your application, you confirm that the submitted information is true and authorize the use your personal data, to further process your engagement for lawful purposes related to the organization’s vision

Disclaimer: Please note that we do not charge any fees at any stage of our recruitment process. Our client is an equal opportunity employer. Due to the high volume of applications we receive, only shortlisted candidates who qualify for the next recruitment stage will be contacted.