



# PEACE AND DEVELOPMENT NETWORK TRUST (PeaceNet – Kenya)

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## JOB DESCRIPTION

**Position:** Finance Manager  
**Department/Programme:** Finance and Administration  
**Reporting:** CEO

### 1) GENERAL BACKGROUND

PeaceNet Kenya is a national networking and partnership building organization committed to sustaining a broad based coalition of peace workers in Kenya. We seek to support and consolidate inclusive peace building initiatives across the country and therefore provide leadership in the development of peace-building structures by offering linkages between peace building organizations and communities.

All programmes and PeaceNet Kenya's project activities are ideally networking activities aiming at creating opportunity to involve partners to reflect on how to build peace on the ground and at the same time build their capacity to address conflict more constructively within their local contexts.

To expand our financial portfolio PeaceNet runs two private companies that are expected to generate additional funds for some of its activities, and venture into capital investment for sustainability.

### 2) PURPOSE AND OBJECTIVE OF THE POSITION

The functions of the *Finance Manager* are considered as directly linked to the treasurer of the Board of Trustees that bears substantial analysis responsibilities that also include support of the management board, and the Secretariat in a variety of operational decisions.

As such, the Finance Manager shall manage funds in such a manner as to maximize Revenue/income while minimizing risk, and also ensuring that an adequate control structure is in place over the transfer and expenditure/ investment of funds. Further, the Finance Manager shall engage in financial analysis in such areas as forecasting, budgeting, engaging in cost reduction analysis, and reviewing operational performance.

### 3) SCOPE OF WORK

The Finance Manager will report to the CEO and be answerable to the Board on financial management.

- Specific focus of this position is to ensure effective running of Finance and Human Resource department, ensuring that PeaceNet-Kenya meets its financial and compliance obligations for all its stakeholders. The finance Manager shall also lead the investment process through operationalisation of the two companies run by PeaceNet Kenya board.
- As a member of the Senior Management team, s/he will be expected to contribute to the strategic, operational planning and oversight, and where required, leads project reporting to the donors. The finance manager shall be directly responsible for the financial management of regional teams' bank



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accounts and business approaches.

- The person shall be required to provide timely and relevant performance reports to the CEO and the management committee of the board as required.

#### 4) Key Duties and Responsibilities

##### ***General Management***

1. Maintain a documented system of accounting policies and procedures
2. Oversee the Human Resource Functions by implementing the relevant policy
3. Manage outsourced functions of the organization
4. Responsible for the effective management of internal controls and the operation and effectiveness of all processing, including the payroll & accounting systems.
5. Oversee the implementation of the resolutions made by the Finance Committee of the board, including the design of an organizational structure adequate for achieving the department's goals and objectives

##### ***Funds Management***

1. Forecast cash flow positions, related financial needs, and available funds for investment and programmes
2. Ensure that sufficient funds are available to meet costs related to governance (board and regional activities) and ongoing operational at the secretariat, besides capital investment requirements by the companies
3. Use hedging to mitigate financial risks related to the changing foreign exchange positions
4. Maintain banking relationships and advise the board on all banking needs
5. Recommend appropriate returns to the board members in terms of allowances and dividend issuances, and expected cash flows from programmes and the companies
6. Management of relationships with the external auditors, including being the key contact for audit planning and completion. Implements any action points arising from the Audit Management.
7. Oversees all financial matters and supports Programmes Management Department in relation to field operations and other activities as required.
8. Responsible for identifying emerging governance issues e.g. in Non-profit Reporting; Accounting Standards and Health & Safety so as to keep the Board, CEO, staff & volunteers appraised and determine action where appropriate.

##### ***Budgeting***

1. Manage the preparation of the annual budget for the organization
2. Report to management committee of the board on variances from the established budget, and the reasons for those variances
3. Assist the CEO and the BoT in the formulation of PeaceNet's overall strategic direction

##### ***Financial Analysis***

1. Engage in ongoing cost reduction analyses in all areas and functions
2. Review the performance of PeaceNet against our partners and competitors and report on key issues to management
3. Engage in benchmarking studies to establish areas of potential operational improvement
4. Interpret the financial results to management and recommend improvement activities
5. Review organization's Human resource and finance policies and recommend changes to improve the overall performance
6. Manage the capital budgeting process, based on constraint analysis and discounted cash flow analysis
7. Create additional analyses and reports as requested by management



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## 5) DEGREE OF EXPERTISE AND QUALIFICATIONS

The consultant should possess the following knowledge and skills:

- The Finance Manager candidate should have a minimum Bachelor's degree in finance or accounting, from a recognized University in Kenya.
- S/he will also be required to possess relevant business experience of 7+ years of progressively being responsible for a major company or Non-Governmental organization.
- Preference will be given to candidates with the Certified Public Accountant or Certified Management Accountant designations.
- Excellent communication skills are essential, particularly in regard to presenting the results of analyses to management and to the donors.
- Should have an outstanding knowledge of electronic spreadsheets. Female candidates are highly encouraged to apply.
- Prior experience with donor supported agencies is an advantage, as is knowledge of donor policies and procedures

### *Desirable Skills, Abilities & Experience*

- Demonstrated knowledge of NGO programmes Management;
- Be highly skilled in the use of computerized accounting software, Microsoft Office & Outlook
- Have excellent written and verbal communication skills.
- Ability to prioritize workloads and be capable of managing a broad range of areas.
- Have sound judgment and a capacity for innovative thinking.
- Be enthusiastic and motivated.

### **Applications**

Applications, including a covering letter and Curriculum Vitae, should be emailed to the CEO: [oando.sam@peacenetkenya.or.ke](mailto:oando.sam@peacenetkenya.or.ke) and copied to [lilian.mwereza@peacenetkenya.or.ke](mailto:lilian.mwereza@peacenetkenya.or.ke)

The deadline for receiving applications shall be **30<sup>th</sup> January 2017** at 5.00pm EAT. The successful/shortlisted candidates will be notified by February 1<sup>st</sup> 2017.