



Finance and Administration Manager Position

Organization Summary

The Green Belt Movement (GBM) is a non-governmental organization founded in Kenya in 1977 by Professor Wangari Maathai. The Movement's work focuses on conserving the environment by empowering rural women and communities through environmental education, supporting conservation and climate change mitigation activities in Kenya, and creating livelihood safety-nets at household level.

This position is full-time and reports to the Executive Director.

- **Location:** Nairobi, Green Belt Movement Headquarters

Duties and Responsibilities

Overall

- The Finance and Administration Manager (FAM) is responsible for the financial management and administrative operations, including procurement, processing and recording of all financial transactions, financial reporting to donors and the Greenbelt Movement board, managing relationships with suppliers and partner organizations. The FAM is also the custodian of the organizations assets and supervises office administration.

Financial Management

- Maintain financial records and monitoring systems to record and reconcile expenditures, balances, payments, statements and other data for day-to-day transactions and reports;
- Develop financial policies, procedures and internal controls in consultation with the Executive Director that maximize financial accountability;
- Develop, manage and monitor organization's budgets, financial reports, and projection of funding needs;
- Provide guidance and training to staff on financial procedures;
- Manage and supervise the finance team, including performance management, coaching and mentorship;
- Provide ongoing financial administration to the projects, including the processing of approvals for procurements, consultant agreements, and vendor invoices;
- Ensure monthly reconciliation of bank statements;
- Participate in and support the fundraising efforts of the organization through financial analysis, budgeting, projections, etc.; and
- Liaise with auditors to ensure annual audits are done in a timely manner.

Funder Administration

- Monitor budget implementation and expenditures, update the internal program and office expenditure sheet(s), provide monthly reports on the same and communicate outcomes to Executive Director for decision making;
- Assist in development of institutional and donor proposal budgets and facilitate external audit;
- Maintain and have a good understanding of all funder contracts and reporting deadlines, and provide direction on this to the GBM team when required;
- Prepare monthly management reports;
- Prepare financial statements and donor reports and ensure their timely submission; and
- Provide financial advice and support to local partners and tree nursery groups where required.

Administration and Operations

- Work with the Executive Director and other members of the management team to ensure smooth running of the organization;
- Develop and maintain a very good knowledge of GBM policies;
- Maintain internal control systems to ensure compliance with GBM policies;
- Develop, with assistance and oversight from the Executive Director any necessary policy or guidance documents;
- Manage GBM insurance policies including undertaking research and advising on market trends;
- Supervise other staff working within the Finance and Administration Office;
- Manage relationships with all GBM suppliers, including ensuring contracts are completed and up to date and payments are made on time, and that IT support, security and other contracted services are performing their jobs to the level required;
- Ensure the smooth administration and operational running of the office, including with day to day needs in the office and office building renovations;
- Oversee project logistics for meetings, workshops, conferences and travel;
- Provide oversight on all procurement activities to ensure full compliance with the GBM and donor policies;
- Ensure daily administrative support to the administration team, including vehicle fleet management;
- Lead the management and monitoring of the GBM assets, inventory, office equipment and supplies;
- Manage and supervise the administration and procurement teams, including performance management, coaching and mentorship;
- Prepare and submit various administrative reports; and
- Perform other duties as assigned.

Qualifications Required

- Bachelor's Degree in accounting, finance or related field;
- Certified Public Accountant or CPA –K holder;

- A minimum of five years of experience managing financial and contractual aspects for funded international development projects;
- A minimum of five years of experience with project financial management, including financial controls, accounting, reporting and audit;
- Ability to work across various teams with excellent interpersonal skills, including demonstrated experience managing and supervising financial and procurement personnel;
- Familiarity with grants management, including demonstrated knowledge of rules, regulations, and reporting requirements;
- Experience with accounting software like QuickBooks;
- Strong organizational and leadership skills;
- Strong analytical and computer skills, with an emphasis on budget and financial analysis; and
- Excellent oral and written English and Swahili fluency required, with excellent communication skills.

How to Apply:

To apply for this position, please send your cover letter and CV in one document outlining your suitability to: jobs@greenbeltmovement.org by **26th March 2023** with the subject line **Finance and Administration Manager Application**. Your cover letter should also include your current and expected gross salary. Please note only shortlisted candidates will be contacted.