JOB DESCRIPTION AND PERSON SPECIFICATION

JOB TITLE: Partners/Sub-grantee Accountant

REPORTS TO: Programme Finance Coordinator (functionally to the Finance Manager)

STAFF REPORTING TO POSTHOLDER: None

LOCATION: Kisumu

DURATION & HOURS: Full time & fixed term, renewable based on performance and availability of funds.

PURPOSE OF THE ROLE

The Sub-grantee Accountant will be responsible for overseeing the financial management of sub-grants, ensuring compliance with donor requirements, and providing financial support and training to sub-grantees. The role requires meticulous attention to detail, strong analytical skills, and the ability to manage multiple financial tasks effectively.

KEY TASKS AND RESPONSIBILITIES

惕 Financial Management of Sub-grants:
  o Oversee all financial aspects of sub-grants, including budget preparation, financial planning, and expenditure monitoring.
  o Ensure all sub-grantee financial activities comply with donor requirements and organizational policies.
  o Review and approve sub-grantee budgets, financial reports, and expenditures.

惕 Financial Reporting:
  o Ensure timely and accurate financial reporting from sub-grantees.
  o Compile and consolidate financial reports from sub-grantees for submission to donors and stakeholders.
  o Prepare monthly, quarterly, and annual financial statements and reports as required.

惕 Audits and Assessments:
  o Conduct financial audits and assessments of sub-grantees to ensure compliance with financial regulations and donor requirements.
  o Identify any financial irregularities and work with sub-grantees to resolve issues promptly.
  o Assist in external audits by providing necessary financial documents and explanations.

惕 Training and Capacity Building:
  o Provide training and ongoing support to sub-grantees on financial management, reporting, and compliance.
  o Develop and deliver training materials and workshops to enhance sub-grantee financial capacity.
  o Assist sub-grantees in improving their financial management systems and processes.
Compliance and Risk Management:
- Monitor sub-grantee compliance with donor regulations, organizational policies, and legal requirements.
- Develop and implement risk management strategies to mitigate financial risks.
- Maintain up-to-date knowledge of donor regulations and financial best practices.

Financial Documentation and Record Keeping:
- Maintain accurate and comprehensive financial records for all sub-grants.
- Ensure all financial documents are properly filed and accessible for audits and reviews.
- Regularly update financial records to reflect current financial status and activities.

Coordination and Communication:
- Liaise with sub-grantees, project managers, and other stakeholders to ensure effective financial management and communication.
- Participate in meetings with donors, sub-grantees, and other partners as required.
- Provide regular updates to the Finance Manager on sub-grantee financial status and issues.

Others:
- Facilitate grant and statutory audits by preparing audit schedules, and addressing issues raised during the audits.
- Participate in quarterly planning and progress meetings.
- On a periodic basis, deputise the Grants Accountant in his/her absence.
- Form part of, the Farm Africa Kenya Country Team and contribute to the overall development of the Farm Africa mission.
- To participate in national and global Finance Team meetings.
- To complete an annual appraisal with the Programme Finance Coordinator.
- To participate in workshops organised by the Farm Africa Kenya/UK offices.
- Undertake any other tasks as requested by the senior team.

**PERSON SPECIFICATION**

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<th>Education, qualifications &amp; other knowledge</th>
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<td>Bachelors’ degree in accounting, finance or other relevant discipline.</td>
<td>Excellent understanding of internal controls</td>
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<td>Professional qualification in Accounting/Finance (CPA/ACCA finalist)</td>
<td>Strong analytical, presentation, communication and problem-solving skills.</td>
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<td>A minimum of 4 years in grants management</td>
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<th>Experience</th>
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<td>A demonstrable understanding of grants management, project budgeting, financial reporting and donor reporting</td>
<td>In-depth knowledge of accounting principles and practices, especially related to grant accounting.</td>
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Experience in payroll processing and filing of statutory returns

Skills & abilities

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<th>Financial training &amp; capacity building techniques</th>
<th>Computer literacy, including proven experience with excel &amp; word processing and spreadsheets.</th>
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<td>Integrity and commitment to ethical standards.</td>
<td>Financial reporting and documentation</td>
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<td>Ability to work under pressure and meet tight deadlines.</td>
<td>Detail-oriented with a commitment to accuracy and compliance.</td>
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**Our Values**

Investing in smallholder farming is the number one way to combat poverty in rural Africa. Farm Africa is a leading NGO specialising in growing agriculture, protecting the environment and developing businesses in rural Africa.

- **EXPERT**: Expertise and insightful evidence-based solutions are at the heart of everything Farm Africa does.
- **GROUNDED**: Our teams and partners work closely with local communities, engaging them in every level of decision-making.
- **IMPACTFUL**: We deliver long lasting change for farmers, their families, and the environments they live in.
- **BOLD**: We model innovative approaches and are not afraid to challenge strategies that are failing.

**HOW TO APPLY:**

If interested in this role, please apply via this link https://www.brightermonday.co.ke/listings/partnerssub-grantee-accountant-kisumu-vwwwx8, so as to be received before or by **Sunday 28th July 2024**.

Only short-listed candidates will be contacted.

*Farm Africa is an equal opportunity employer and promotes gender equity. Canvassing will lead to automatic disqualification. Farm Africa does not charge a fee at any stage of the recruitment process. (E.g. Application, interview, meeting, processing, training or any other fees).*