JOB DESCRIPTION AND PERSON SPECIFICATION

JOB TITLE: Partners/Sub-grantee Finance Assistant

REPORTS TO: Programme Finance Coordinator

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 Finance Assistant will support the financial management and reporting of sub-grants. This role involves assisting with budget tracking, financial reporting, compliance monitoring, and providing financial support to sub-grantees.

KEY TASKS AND RESPONSIBILITIES

Financial Support:
- Assist in the preparation and review of sub-grantee budgets and financial reports.
- Provide support to sub-grantees in understanding financial requirements and procedures.
- Assist with the preparation of financial documentation for sub-grantees.

Budget Tracking and Reporting:
- Track sub-grantee expenditures against approved budgets.
- Assist in preparing monthly, quarterly, and annual financial reports.
- Ensure timely submission of financial reports by sub-grantees.

Compliance Monitoring:
- Monitor sub-grantee compliance with donor requirements and organizational policies.
- Assist in conducting financial audits and assessments of sub-grantees.
- Report any discrepancies or compliance issues to the Sub-grantee Accountant.

Record Keeping:
- Maintain accurate and up-to-date financial records for all sub-grants.
- Ensure all financial documents are properly filed and accessible.
- Assist in maintaining electronic financial databases.

Capacity Building:
- Assist in providing training and support to sub-grantees on financial management and reporting.
- Help develop training materials and workshops for sub-grantees.
- Support sub-grantees in improving their financial management systems.

Coordination and Communication:
• Communicate with sub-grantees to address financial queries and provide necessary assistance.
• Coordinate with the finance team to ensure consistent financial management practices.
• Participate in meetings with sub-grantees and other stakeholders as required.

**Other Duties:**
• Assist with other finance-related tasks and projects as assigned by the Sub-grantee Accountant or Finance Manager.
• Stay updated on financial regulations and best practices relevant to the role.

**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.
• Undertake any other tasks as requested by the senior team.

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**PERSON SPECIFICATION**

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<tr>
<th>Essential</th>
<th>Desirable</th>
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<tr>
<td><strong>Education, qualifications &amp; other knowledge</strong></td>
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<tr>
<td>CPA (Intermediate Level)</td>
<td>Projects Management;</td>
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<tr>
<td>Bachelor’s degree in accounting/finance or relevant field</td>
<td>Office Administration skills</td>
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<td><strong>Experience</strong></td>
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<tr>
<td>At least 1 years of experience in project/fund / NGO accounting</td>
<td>At least 1 years’ experience in accounts/finance</td>
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<td>At least 1 years of experience in bookkeeping</td>
<td>Ability to work under pressure and meet tight deadlines.</td>
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<td>Experience in administrative work</td>
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<td><strong>Skills &amp; abilities</strong></td>
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<td>Computer literacy, including experience with excel &amp; word processing and spreadsheets.</td>
<td>Strong analytical, presentation, communication and problem-solving skills.</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-finance-assistant-kisumu-07775e](https://www.brightermonday.co.ke/listings/partnerssub-grantee-finance-assistant-kisumu-07775e), 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).*