

## JOB DESCRIPTION AND PERSON SPECIFICATION

**JOB TITLE:** Field Accountant

**REPORTS TO:** Deputy Programme Manager & functionally to the Programme Finance Coordinator

**REPORTING TO POSTHOLDER:** None

**LOCATION:** Kisumu with travel within Counties of programme operation where necessary

**DURATION & HOURS:** Fixed term, full-time, renewable based on performance and availability of funds.

### PURPOSE OF THE ROLE

This role will support the financial management of the program in the field. This role is integral in ensuring accurate and timely processing of financial transactions, maintaining financial records, and assisting in budget monitoring for the program. The Project Field Accountant will collaborate closely with the Programme Finance Coordinator and other project staff to uphold financial integrity.

### KEY TASKS AND RESPONSIBILITIES

▼ **Financial Transactions:**

- Assist in processing day-to-day financial transactions related to the project, including procurement, payments, receipts, and expense reimbursements.
- Ensure adherence to established financial procedures and documentation requirements.

▼ **Record-Keeping:**

- Maintain organized and up-to-date financial records specific to the project.
- Assist in the preparation and filing of all financial documents for easy retrieval and auditing.

▼ **Budget Assistance:**

- Support in the development and monitoring of the project budget.
- Keep detailed records of expenditures and contribute to regular budget reviews.

▼ **Financial Reporting:**

- Assist in the preparation of project-specific financial reports, ensuring accuracy and compliance with donor reporting guidelines.
- Provide necessary documentation for reporting purposes.

▼ **Cash Management:**

- Assist in managing project-specific cash flow, including management of petty cash.
- Ensure proper documentation and reconciliation of cash transactions.

▼ **Compliance Support:**

- Help ensure compliance with donor regulations and reporting standards relevant to the project.
- Assist in maintaining an organized system for project-specific compliance documents.

▼ **Communication and Coordination:**

- Collaborate with project managers, field staff, and the finance team to gather financial information and address any queries.
- Facilitate effective communication regarding financial matters within the project team.

▼ **Capacity Building:**

- Participate in training sessions and workshops to enhance understanding of financial procedures, compliance, and reporting requirements.
- Support the development of a culture of financial accountability within the project team.

**Others;**

- ▼ Facilitate project and statutory audits by preparing audit schedules, and addressing issues raised during the audits.
- ▼ Participate in quarterly planning and progress meetings.
- ▼ 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 Project Manager in liaison 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	
<b>Education, qualifications &amp; other knowledge</b>	
Bachelor's degree in finance, accounting, or a related field.	Understanding of internal controls
Professional qualification in Accounting/ Finance (CPA Section 4)	Analytical, presentation, communication and problem-solving skills.
<b>Experience</b>	
Proven experience as an accountant or payments accountant, preferably in an NGO or nonprofit setting.	Computer literacy, including proven experience with excel & word processing and spreadsheets.
<b>Skills &amp; abilities</b>	
Strong attention to detail and accuracy in financial record-keeping.	Integrity and commitment to ethical financial practices.
Effective communication and interpersonal abilities.	Willingness and ability to travel outside work station.

**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.

- **GROUNDLED:** 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/field-accountant-5d6rkr>, so as to be received by **Thursday 18<sup>th</sup> January 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).*