

JOB DESCRIPTION AND PERSON SPECIFICATION

JOB TITLE: Grants Accountant

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

STAFF REPORTING TO POSTHOLDER: None

LOCATION: Nairobi with regular field travel (35%)

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

PURPOSE OF THE ROLE

The Grants Accountant will play a crucial role in managing financial resources related to grants and ensuring compliance with donor requirements. This position will involve budgeting, financial reporting, and maintaining accurate records of grant expenditures.

KEY TASKS AND RESPONSIBILITIES

Financial Management

- ✎ Ensure compliance with the financial regulations, policies, and guidelines set forth by Farm Africa and the donor, including adherence to budgetary constraints, reporting requirements, and other stipulations.
- ✎ Prepare the annual and reforecast budgets for the select projects, as guided by the Programme Finance Coordinator.
- ✎ With close guidance and assistance of the Programme Finance Coordinator, advise on and prepare budget revisions for the programme.
- ✎ Ensure accuracy of the project financials and advising the budget holder on programme implementation status.
- ✎ Prepare programme budget monitoring report, and share with the budget holder, highlighting areas of concern and guiding appropriately on remedial actions.
- ✎ With close guidance and assistance of the Programme Finance Coordinator, prepare donor reports and liquidity requests for the programme
- ✎ Actively participate in programme quarterly planning and progress meetings.
- ✎ To effectively stay abreast of donor policies, procedures, rules and regulations together with contractual obligations.
- ✎ Conduct regular monitoring visits to implementing partners and provide capacity building and technical support.
- ✎ Generate financial analysis on the programme financials to aid management in decision making.
- ✎ Provide timely response and feedback on grant financial issues and respond to budget variance analysis in consultation with the programme team.
- ✎ Review field financial documents, and implementing partners' documents regularly to ascertain the level of financial internal controls.
- ✎ Continuously monitor budget commitments for the programme and advise the Programme Finance Coordinator and the budget holder on any significant occurrences.

- ✎ Ensure that programme's income is received as contractually stipulated, preparing funds requests on a timely basis and in conjunction with the Programme Finance Coordinator.
- ✎ Ensure that programme funds are utilised in line with the donor's regulations and the organisation's procedures.
- ✎ Participate in strategic planning workshops, regular meetings and ad hoc programme teams' sessions, and assist with induction and training of new members of staff where necessary.

Accounting and Payments Management

- ✎ Provide general oversight of the programme bank accounts and cash flow ensuring that there is always sufficient funds for operations.
- ✎ Review Staff Working Advance requests and subsequent retirements to ensure the expenditures are allowable and in compliance to the organization's and donor guidelines.
- ✎ Review payments, ensuring that each payment or transaction is in compliance with the basic standards contained in the Farm Africa finance policy and procedures manual.
- ✎ To ensure up to date and accurate financial transactions are captured in the system by reviewing held journals before posting to SUN System.
- ✎ To assist the Programme Finance Coordinator in reviewing bank, cash and SWA account reconciliations, on need-basis and prepare other assigned account reconciliations on a monthly basis.
- ✎ To maintain up to date, neat and adequate filing systems for the programme's accounting documents, and ensure that the time taken for document retrieval is kept to a minimum.

Payroll Administration and Cost Recovery Management

- ✎ Process payroll for the programme staff, ensuring accuracy and compliance with relevant laws and regulations.
- ✎ To ensure up to date and accurate payroll financial transactions are captured in the system i.e. SUN Systems
- ✎ Ensure accurate withholding, filing and remittance of statutory taxes and staff deductions.
- ✎ Maintain a monthly schedule of the staff Cost Recovery budgeted against time allocated, supported by TORs and evidence of work done.

Partners and Sub-grantee Management

- ✎ Maintain an up-to-date partner register containing information on the total grant commitment, funds disbursed and expenditure reported for each implementing partner.
- ✎ Facilitate the disbursement of grant funds to implementing partners accurately and in a timely manner.
- ✎ Ensure that partners submit their financial reports on time and in the correct format and give advice where weaknesses in financial management are identified.
- ✎ Support the grantees to improve their capacity through training and regular visits.
- ✎ Obtain and file a copy of the external audit report for all partners on an annual basis.

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 Programme Finance Coordinator 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	
Education, qualifications & other knowledge	
Bachelors' degree in accounting, finance or other relevant discipline.	Excellent understanding of internal controls
Professional qualification in Accounting/ Finance (CPA/ACCA finalist)	Strong analytical, presentation, communication and problem-solving skills.
A minimum of 5 years in grants management	
Experience	
A demonstrable understanding of grants management, project budgeting, financial reporting and donor reporting	In-depth knowledge of accounting principles and practices, especially related to grant accounting.
Experience in payroll processing and filing of statutory returns	Experience in dealing with partners and sub-grantees
SUN Systems competency or equivalent	
Skills & abilities	
Financial training techniques	Computer literacy, including proven experience with excel & word processing and spreadsheets.
Integrity and commitment to ethical standards.	Willingness and ability to travel outside work station.
Ability to work under pressure and meet tight deadlines.	Detail-oriented with a commitment to accuracy and compliance.

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/grants-accountant-evnpx>, so as to be received by **Thursday 18th 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).