

Senior Financial Analyst

Location: [Africa] [Kenya]

Town/City: Nairobi

Category: Finance

Job Type: Fixed term, Full-time

You will be required to produce a current (within 3 months) Original Police Clearance Certificate or waiting receipt during interview in case you are shortlisted

Job Title : Senior Financial Analyst

Reporting to : Finance and Support Services Director

Grade Level : 16

Work Location : Nairobi

Purpose of Position

This position is responsible for the timely preparation and submission of financial analysis and reports for World Vision Kenya to manage risks by use of forecasting, budgeting and reporting systems that enable monitoring and analysis of the WVKs financial health in support of achievement of WVK strategy and Child wellbeing outcomes.

Major Responsibilities

Financial Reporting and Analysis 45%

- Ensure timely preparation and submission of Field Financial Reports
- Prepare general Ledger Reconciliation

- Support FRSC in CAL allocation on a monthly basis
- Perform Ledger revaluation on a monthly basis
- Carry out the year end closure processes.
- Maintain the chart of accounts in Sunsystems
- Prepare Monthly Mgt. Reports, Quarterly Board reports, and Financial pages for Annual report.
- Prepare financial trend analysis for decision making.

Budget Preparation and Management for Support Cost Funded Departments and Local Income.
20%

- Consolidate departmental budgets for CAL supported functions.
- Monitor and communicate departmental spending for CAL supported functions.
- Manage Local Income account expenditure against budget.
- Review Procurement Plans for CAL supported functions.
- Review purchase requisitions for NO CAL supported functions including Local Income.
- Review and approve staff requisitions for CAL supported functions

Asset, Risk Management and Compliance 10%

- Prepare Cash flow projections and funding request for WVK.
- Ensure that fixed asset register for WVK is maintained in Sunsystem and reconciled on a monthly basis.

- Ensure proper recording, Safeguarding and disposal of WVK assets.
- Coordinate the Global insurance survey
- Ensure recovery for loss of assets on timely implemented.
- Ensure WVK complies to statutory requirements relating to reporting.
- Identify and communicate reporting risks.

Capacity Building & Technical Support 10%

- Coordinate and facilitate training for Finance and non-finance staff.
- Measure return on investments for finance related training.
- Develop / Review tailor-made curriculum on financial issues
- Facilitate new staff orientation on financial matters.
- Provide timely reports on trainings
- Coordinate review of financial guidelines for working with local level partners

Audit, National Office Accounting Support 10%

- Coordinating accounting support for Support Cost Funded Departments at National Office.
- Facilitation in the internal and external audits.
- Ensuring that audit recommendations related to reporting and analytics are implemented.
- Ensuring that WVK's policies and procedures are adhered to.

- Facilitation of audits.
- Implementing audit recommendations.

Others 5%

- Perform any other duties as requested by the supervisor
- Adhere to WVI key policy documents – mission, core values, and covenant of partnership.
- Attend daily devotions.

Knowledge, Skills and Abilities

- A Business Related Degree e.g. (Bachelors of Commerce in Finance/ Accounting/ Business Administration)
- Certified Public Accountant of Kenya (CPA (K) or ACCA
- Membership of relevant professional bodies e.g. ICPAK
- A minimum of 7 years of experience in Financial Management preferably in an NGO
- Experience in leadership, strategic management, results based management in financial matters.
- Excellent team player.
- Excellent verbal and written communication skills, good interpersonal and relational skills.