

Director, Finance and Administration Breakthrough ACTION-Kenya

Background:

Breakthrough ACTION is a cooperative agreement funded by the United States Agency for International Development (USAID) to lead its social and behavior change programming around the world. Led by the Johns Hopkins Center for Communication Programs (CCP), Breakthrough ACTION partners include Save the Children, ideas42, Think Place, Camber Collective, the International Center for Research on Women (ICRW), and Viamo.

CCP is recruiting a Director of Finance and Administration for a two-year USAID/Kenya/PMI funded project, Breakthrough ACTION Kenya. BA-Kenya is a malaria program designed to manage implementation of high-quality activities that influence positive behavior change to protect at-risk populations from preventable malaria morbidity and mortality. The project will also strengthen the institutional and technical capacity of the Division of National Malaria Program (DNMP) to design, implement, evaluate, and coordinate effective social and behavior change (SBC) programs.

General summary:

The Director of Finance and Administration is the primary financial officer of the program. S/he:

- Ensures that financial functions support the timely and effective implementation of the program's technical scope of work;
- Ensures that resources are allocated and used in compliance with agreement requirements, applicable USG regulations, and appropriate standards and procedures;
- Will be responsible for comprehensive financial, operations and administrative oversight for the Breakthrough ACTION Kenya project;
- Shall be the link between the Chief of Party (COP) and various project departments and staff in terms of meeting financial and logistic requirements for managing the project office and all field programs.

In addition to this, the Finance and Administration Manager will provide oversight and support to all administrative and operations functions (including staff) of the project.

Duties and Responsibilities (other duties may be assigned):

Finance

1. Maintain all financial documents for Breakthrough ACTION Kenya.
2. Manage and process payroll for all Breakthrough ACTION Kenya staff.
3. Ensure field office compliance with financial and contractual management systems as per USAID, Johns Hopkins University (JHU), and CCP requirements.
4. Monitor local Kenya bank account and foreign currency denominated account (USD) and conduct reconciliations and transfers for the approval of the COP.
5. Maintain security and accountability of petty cash.
6. Implement, train staff, and establish systems for budget management.

7. Supervise and approve all duties and responsibilities of the Finance team, including:
 - a. Proper processing and recording of invoices, check requests, and disbursements (domestic and international) on a daily basis
 - b. Distribution/reconciliation of financial advances
 - c. Preparation of financial reports and documentation required/requested by USAID or CCP headquarters (HQ) office in Baltimore, MD USA
 - d. Preparation of local consultancies and purchase orders
 - e. Preparation of local consultant financial reports and liquidations
8. Monitor and correct, when needed, financial data captured by QuickBooks.
9. Prepare QuickBooks files and send it, along with hard copies of supporting documents, to the Remote Imprest Fund Administrator at HQ office in Baltimore, MD.
10. Review payroll and Imprest information to ensure that in-country disbursements are consistent with employment related documentation such as employment contracts and Statements of Benefits and Allowances (SOBA) and conform to local requirements.
11. Provide routine reporting updates to disbursement reports, contract status sheets, administrative updates, and monthly activity reports. Meet at least monthly with program/project manager(s) to discuss current financial report.
12. Participate in USAID meetings when requested.

Operations

1. Assist program staff in Kenya to understand and implement policies, procedures, systems, and tools for operational excellence and compliance.
2. Assist in the development and monitoring of project startup and closeout plans. Maintain systems to track the status of those plans. Assist program teams to utilize those start-up and closeout system tools and identify for senior managers key challenges in startup and closeout.
3. Manage implementation of operational policy and procedure. Once policies, procedures, and plans are approved and implemented, monitor operations to ensure compliance.
4. Assist staff with implementation of regulatory and financial requirements to include adherence to JHU's policy manual, country specific manuals, and host country requirements. Monitor sponsored programs for compliance and adherence to policy.
5. Ensure staff orientation to compliance procedures, such as procurement, and certify that staff are oriented annually.
6. Present information and respond to questions from program teams, HQ, sub-recipients, vendors, independent contractors (ICs), donors, host government officials, and other external parties.
7. Ensure projects close out smoothly by assisting with lease terminations, property dispositions, bank account closings, and financial settlements.
8. Assist program teams, the HR and the Finance Departments to ensure that overseas operational documentation is developed, implemented, and followed appropriately per JHU and sponsor guidelines. This includes assistance with ensuring processes are followed for development or updating of local in-country Personnel Policy Manuals and

Emergency Plans. For emergency plans, maintain updated contact information monthly. Assist where necessary in coordinating emergency response.

9. For non-standard purchases, which represent the vast majority of CCP purchasing activity, ensure that program staff understand and comply with all JHU Purchasing and donor requirements concerning vendor selection criteria and price justification.
10. Work with program teams to ensure that finance and administration procedures are implemented in a timely and thorough manner. Assist them to implement those procedures where appropriate.
11. Monitor and initiate required annual audits and complete financial reports in a timely manner.
12. Ensure routine sub recipient monitoring and performance certifications by COP. Implement the JHU sub monitoring procedures to include bi-annual detailed review of sub-recipient expenditures.

Administration

1. Manage and supervise human resources (HR) functions, including:
 - a. carry out supervisory responsibilities for identified staff, including:
 - on-going review of work based on measurable criteria,
 - quarterly discussions on progress, challenges and performance;
 - annual performance reviews; and
 - review of portfolio of work of supervised staff.
 - b. interview, hire, train, and mentor core support (administrative, HR, IT and finance) staff members within JHU's HR organizational policies and procedures.
2. Support project management team in annually reviewing and updating Breakthrough ACTION - Kenya policy and procedures.
3. Ensure compliance with Kenyan labor laws and competitive compensation plans.
4. Ensure severance requirements are reviewed against labor laws periodically and that severance is being budgeted and accrued appropriately. Review final year project work plans to ensure that severance and other terminal payments are accommodated.

Minimum qualifications:

- Bachelor's degree required in a related field
- Seven (7) years' work experience in Operations, Finance, or Administration in NGO sector; work experience with an international NGO experience a plus
- Five (5) years' work experience on a USAID-funded cooperative agreement
- Proficient with QuickBooks
- Ability to work in Kenya

Preferred qualifications:

- Master's degree or CPA/ICPA
- At least five (5) years' experience leading administration (reporting, financial management, and compliance) of medium (defined here as having a budget of \$3 - \$6

million annually) health and development contracts or agreements that serve clients in low or middle income countries (LMIC)

- Experience working in partnership with U.S. Government agencies or other large donor agencies
- Demonstrated good communication skills (able to liaise with local and Baltimore staff, as well as potentially the mission);
- Proven track record of reliability and ability to meet deadlines (managing a team to meet deadlines).

To apply

- Send an email to breakthroughactionkenya@gmail.com
- The subject line of your email should include the job title
- Attach your CV and a list of the contact information (email addresses and phone numbers) of three references (including your most recent employer)
- Applications should be addressed to the following address: The Hiring Manager/Team Lead Breakthrough ACTION Kenya
- The deadline for submission of applications is June 20, 2020 at 4pm. However, due to the urgency of some of these positions, interview will be arranged on a rolling basis and Breakthrough ACTION Kenya may offer some posts before the closing date.
- Please note that only qualified and shortlisted applicants will be contacted.
- These positions are contingent on funding from USAID and as such Breakthrough ACTION has the right to cancel this notice without applicants consent.