REGIONAL FINANCE & ADMIN OFFICER – NRT HIGHLANDS (LAIKIPIA & MERU COUNTY)

**Northern Rangelands Trust (NRT)** is a non-profit umbrella organization that supports 40-member Community Conservancies across northern and coastal Kenya with fundraising, technical support, governance advice and training, and security. Its mission is to develop resilient community conservancies that transform lives, secure peace, and conserve natural resources. It is a non-governmental organization headquartered in Lewa Wildlife Conservancy, Meru County. More information can be found at [www.nrt-kenya.org](http://www.nrt-kenya.org).

**Purpose of the position:**
Reporting to Regional Director with close working relationship with NRT Senior Accountant / Finance team in streamlining and strengthening financial accountability and management best practices. The Finance / Admin person is the primary point of contact when it comes to providing technical support in financial & Administration matters and ensuring all statutory compliance to financial / admin regulations and relevant policies. This individual will provide support to various conservancies including budgeting, reporting and risk management, ensuring that terms and conditions of the grants are met, Conservancy statutory compliance.

**Admin accountability:**
- Coordination of the day-to-day activities of the finance admin department,
- Leading and guiding conservancies on the reporting process
- Ensuring compliance with the conservancy financial/admin policy as well as statutory requirements
- Ensuring prudent management of donor funds.
- Ensuring conservancy operations are running smoothly and effectively
- Timely and effective accountability/returns
- Provide guidance to the regional team on the grants burn rates through routine updates/checks
- Support regional office in ensuring monthly staff meeting done.
- Advice regional offices on the best financial practices and policies.

**Financial Reporting and Accountability:**
- Prepare timely and accurate donor financial reports in accordance with donor requirements
- Provide timely response and feedback on grant financial issues
- Provide leading role in ensuring timesheets are prepared every month by relevant staff
- Discuss with Regional Directors grant reports and tackle any outstanding issues in a timely manner
- Prepare monthly reports to the Grants and Finance Office
Budget Management and Control
- Ensure spending is within the budget limit to control overspending within projects
- Review field financial documents regularly to ascertain they are adequately supported.
- Continuously monitor budget commitments for projects and advise the Regional Director and HOD on any significant occurrences.

Policy management and Internal Control
- Monitor grant periods and ensure that grant phase out financial requirements are adequately met and grants are smoothly phased out
- Review all payments related to grants to ensure they are within the policy, adhere to internal control standards and donor requirements

Risk Management and Internal Control
- Ensure audit process runs smoothly by providing accurate information in a timely manner and that there are no questioned costs/Qualified reports
- Ensure Grants finance issues picked during the audit and recommendations thereof are implemented timely and providing the Line Manager with a quarterly report on the status.
- Contribute towards the effort of creating awareness to implementing staff/partners on grants regulations through training, meetings and monitoring

Record Keeping
- Ensure Grant Accounting records are complete and properly filed
- Maintain correspondences with relevant stakeholders

Other Competencies/Attributes:
- Demonstrates well-developed interpersonal skills, excellent communication skills, both verbal and written, as well as negotiation skills
- Ensure a gender perspective in the scope of work
- Perform other duties as required.
- Strong leadership and demonstrated ability to work independently and within a team, prioritize tasks and manage multiple activities with attention to detail, meeting tight deadlines under pressure.
Qualifications: Education/Knowledge/Technical Skills and Experience

- Educational level required Bachelor’s Degree in Finance/Accounting or related field
- The holder should be CPA part 11 or equivalent,
- Experience: Minimum of 3 years’ experience preferably in a NGO. Experience should include proposal budget development, Reporting and post award management
- Experience in sub-grantee management and capacity building.
- A good understanding of the full cycle of a grant.
- Understanding of US GAAP.
- Advanced excel and analytical skills (Dashboard reporting, Power BI)
- Computer software skills like sun systems is highly preferred
- Knowledge of USAID regulations will be an added advantage

If your profile matches the above job specifications, please send your application including a detailed CV highlighting relevant experience, a daytime telephone contact, email address, and the names of three professional referees to reach us by close of business on Wednesday 10th August, 2021 to: hr@nrt-kenya.org addressed to: Operations Director, Northern Rangelands Trust, Private Bag, Isiolo-60300

Only shortlisted candidates will be contacted.