



## **POSITION DESCRIPTION**

### **Financial Administrator**

#### **Reporting**

Reports to: ERFK Finance and Training Manager

#### **Key Relationships**

Africa: Edmund Rice Foundation Kenya (ERFK), District Mission Office (DMO) of the Christian Brothers, partner program leaders, partner program accounting staff

Australia: ERFA CEO, ERFA Programs Director, ERFA International Programs Manager

#### **Context**

The Financial Administrator (FA) is appointed by Edmund Rice Foundation Kenya (ERFK). The FA will report to ERFK's Finance and Training Manager and will work, as directed, within ERFA partner programs and other programs as directed.

The FA is a member of the ERFK staff and provides training, mentoring and hands-on support in financial systems and accounting processes in ERFA projects to ensure transparent and professional procedures, compliance with relevant internal and external standards, and strengthening of project staff capacity in financial administration and donor reporting.

#### **Program support-Key responsibilities**

- Deliver high quality financial planning processes - annual, multi-year and quarterly planning and review processes.
- Supporting programs in preparation, monitoring, implementation and reporting of their budget outcomes in an appropriate, consistent and timely manner.
- Support partners to effectively manage cash flow.
- Provide hands-on guidance to program partners and manage change as the financial administration grows and evolves
- Communicate vision, build common understanding, align resources to accomplish key objectives, and work across the programs to build collaborative relationships.
- Advise and make recommendations pertaining to program's overall income, expenditure and funding.
- Lead the adoption of new financial processes and controls, technology (ERP, data analytics, etc.), process improvements and systems integration.
- Support the development of partner financial strategies in relation to overall program strategies.

- Ensure that proper financial documentation is kept, backed up and maintained for 7 years as recommended in the finance manual.
- Ensure that proper and clear financial management structures are established and maintained for efficient and effective operations of the projects, i.e. cash projections, preparation and presentation of internal and external financial reports, etc.
- Ensuring that financial data maintained in the programs' accounting system is up to date for accurate financial monitoring and decision making.
- Keep informed of the civic sectors requirements with which the organization operates for the sake of effective partnership.
- Support programs with fundraising strategies and networking i.e. developing budgets for funds proposals
- Supporting programs in closing their books in preparation for the audit and supporting them during the audit process.
- Work with program accountants and bookkeepers to ensure a cohesive working relationship with ERFA and other stakeholders.
- Ensure internal control procedures and donors' regulations are adhered to.
- Ensure that programs maintain proper and updated records of organisation's resources and ensure proper management of the same. i.e. asset register, payroll and staff records.
- Ensure that programs maintain proper books of accounts in accordance with the generally acceptable accounting principles and international accounting Standards.
- Ensure that programs maintain up to date policies-financial, procurement, anti-fraud and anti-corruption, human resource and any other related policy.
- Ensure that programs adhere to financial policy, all related policies and financial regulations.
- Ensure that programs are compliant with the Government policies i.e statutory deductions and remittances, filling of annual returns, withholding tax for consultants etc.
- Ensure that programs a maintain financial risk framework that is regularly reviewed and updated with a risk register maintained.
- Determine training needs among partner program staff, design and deliver training in financial management for ERFA funded program personnel.
- Perform relevant duties as may be directed by the Australian Office or the Regional Manager – Africa.

#### ERFK office

- Ensure that requisition and approval procedures are adhered to, proper documentation is provided and well filed.
- Support in ERFK audit procedure.
- Support ERFK office operations.

- Participate in the assessment process for partner program quarterly and acquittal reports as well as their funding application assessments.

### **Availability**

- Be available to maintain regular contact with the ERFK Finance and Training Manager
- Be able to participate in meetings as required

### **Work Conditions**

- In-field in programs out of an office based at Marsabit Plaza, Nairobi

### **Reporting and other Relationships:**

- The position reports to the ERFK Finance and Training Manager, or their delegate(s), who in turn is responsible to the Regional Manager - Africa.

### **Authority Limits:**

All actions undertaken and expenses incurred must follow and be in accordance with ERFA's policies and procedural requirements.

### **Selection Criteria**

- Degree in Finance or Accounting - professional qualification such as CFA/CPA or similar will be considered a plus
- Demonstrated experience and expertise in accounting or financial management, preferably in the not-for-profit sector
- A solid understanding of financial statistics and accounting principles
- Proficient user of accounting software-Xero, Quickbooks.
- Knowledge and experience in project financial risk management
- Strong interpersonal, communication and presentation skills
- Good interpersonal skills and the ability to guide program leaders and staff to ensure appropriate financial processes are being utilised
- Relevant expertise for supervising staff including overseeing program budget planning and forecasting and financial reporting
- Working knowledge of all statutory legislation and regulations
- Knowledge of international aid donors and their funding and reporting requirements an advantage

### **ERFA's commitment**

ERFA is committed to fostering, cultivating and preserving a culture of diversity and inclusion. We embrace differences including but not limited to age, race, ethnicity, indigeneity, gender, disability, religion and other characteristics of uniqueness. We welcome people with different skills and life experiences and encourage applications from all suitably qualified and experienced individuals.

Any offer of employment will require a National Police and Working with Children Check. ERF is committed to preventing any type of unwanted behaviour at work including sexual harassment, exploitation and abuse, lack of integrity or financial misconduct. All staff are required to comply with our Child Protection Policy and Prevention of Sexual Exploitation, Abuse and Harassment policies and sign ERF's Child Protection Code of Conduct and the ERF Code of Conduct.

ERFA recognises and rewards our staff and can offer benefits including: flexible working conditions, professional development opportunities, medical insurance and pension fund.

### **Applications**

Applications close on 28<sup>th</sup> March 2025. A letter of application together with CV should be sent to: [programteam@erf.org.au](mailto:programteam@erf.org.au) (copied to [ropatris@edmundrice.org](mailto:ropatris@edmundrice.org) and [erfk@edmundrice.org](mailto:erfk@edmundrice.org))