



Programme Finance Assistant - Role profile

Location	Nairobi, Kenya	Department	International
Reports to (Job Title)	Programme Finance Officer	Salary Band	G
Matrix manager (if applicable)	Click here to enter text.	Competency level	1

Role definition

Role purpose

To support the Programme Finance Officer in providing programme finance management, ensure donor compliance and risk management. Work with programme staff and partner organizations to assist them in budget development and financial planning, granting and management. Support with partners' financial reporting, budgeting, auditing and compliance to agreed due diligence that relate to partner organizations, in line with Christian Aid's procedures and policies. To build the financial and budget management capacity of local partner organization through training and support. To improve the capacity of Christian Aid programme staff to understand and uphold both Christian Aid's and institutional donors' financial policies and procedures and proactively manage contracts and risk within respective projects and programmes

Key outcomes

- In collaboration with other colleagues, budgets are prepared and monitored for partners and relevant institutional donor funded programmes.
- Financial capacity building delivered to programme staff and partners to include procurement, reporting, compliance and how to deliver training.
- Budget variance analysis and management is a standard practice in country programme.
- Partners comply with Christian Aid's and institutional donors' policies and procedures.
- Partners meeting financial reporting requirements placed on them by Christian Aid.
- Partners meeting financial reporting requirements placed on them by institutional donors.
- Good relationships with partners are maintained through positive communication.

Role agility

Expected travel per annum Up to 30 days

On call/unsocial hours Yes, in event of Christian Aid response to humanitarian emergency.

Surge capacity for emergency responses Choose an item.

In order to respond to ever changing demands within the environment, Christian Aid operates within an agile framework (both in workforce and operational) that requires from all employees, a high level of responsiveness and adaptiveness to processes and structures making flexibility and a project based working approach the norm. To sustain this system, managers may/will agree further details of specific tasks and duties as part of the performance agreement. Any reasonable duty may be assigned that is



consistent with the nature of the job and its level of responsibility, and employees may be required to change the focus of their role from time to time.

Role context

This role sits within the Finance role family in the International Department. It is responsible for supporting all aspects of the programme finance function, which will include financial records, financial reports, budgets, donor funds, internal and external audits and providing financial support to Christian Aid partner staff. This role will also manage partner financial capacity and the compliance function

Role requirements

Relationships

External The role holder will have contact with partners, external auditors and other relevant stakeholders

Internal The role is line managed by the Programme Finance Officer. This role will have contact with other members of the local finance team, local programme staff, local auditors, the internal audit team, compliance team, and the international finance team as well as with the local partners.

Decision making

Budgetary/savings responsibility

Make decisions to assist in the smooth running of financial processing. Providing advice on financial policies and procedures to local Christian Aid staff. Support the maintenance of all financial records

Analytical skills

Ability to apply logical thinking and common sense to routine work in a specific area. Occasionally providing analysis or advice on financial matters

Developing self and others

Number of Direct reports 0

Overall people management responsibility 0

This role will work to support programme staff with budget management and budget variance analysis necessary for timely decision making.

Role related checks

Child protection clearance Not required **Counter terrorism screening** Not required

Person specification

Applied skills/knowledge and expertise

Essential

- The role holder will be qualified to at least degree level (or equivalent) and part qualified member of a recognised accounting organisation – CPA, ACCA
- Role holder will be a person of high integrity and who exhibits self-leadership, decisiveness and teamwork in day to day ways of working.

- Knowledge of financial standards required by donors, local financial standards and legal framework
- 2+ years of experience working with financial accounting procedures of writing and reviewing financial reports, creating and monitoring budgets and working with compliance regulations.
- Considerable experience in delivering financial training using different methodologies.
- Experience with using excel and word processing packages and other account reporting tools

Desirable

- Knowledge of institutional donor requirements.
- Knowledge of local partners/NGOs and development.
- Experience of dealing with institutional donor fund accounting.
- Experience of using computerised financial reporting tools.
- Part-qualified IFAC accountant and training related qualification

Digital/IT competencies required

Word, Excel, PowerPoint	Intermediate	Web content design & development	N/A
Internet based collaboration tools and video calling	Basic	Social Media	N/A
Data Visualisation	Intermediate		

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