



## **POSITION: FINANCE MANAGER**

### **About Katiba Institute**

Katiba Institute (KI) was established in 2011 with the mission of supporting the implementation of Kenya's 2010 Constitution, helping to resist effort to undermine that Constitution, and generally to assist in developing a culture of constitutionalism in Kenya. It undertakes constitutional research, comments on policy and laws from a constitutional perspective, publishes books and other material on the Constitution. A great deal of its work is going to court, to enforce rights under the Constitution and ensure the proper performance of constitutional duties and responsibilities. KI also works to foster the spirit of constitutionalism in the East African region by promoting exchange of academic discourse on constitutional issues and by working with like-minded organizations to secure greater freedoms in the East African Region.

KI is a company limited by guarantee. It is headed by an Executive Director, and has a distinguished Board.

KI carries out its operations under four departments which include the Public Interest Litigation Unit; Research and Publication with civic education and capacity building; Finance and Administration and Institutional Strengthening. Staff in the various departments do not work in silos but operate in a consultative and cooperative manner. KI also provides internship opportunities for students to develop their skills through working on various projects, under the supervision of staff members.

### **About the Position**

The Finance Manager is responsible for ensuring the maintenance and smooth functioning of all Katiba Institute finance and administrative operations including processing and recording of all financial transactions, financial reporting to donors and to the Board of Directors; managing relationships with suppliers and partner organisations. The Finance Manager will be part of the Senior Management Team which is headed by the Executive Director and comprises department heads from KI's four departments. The team is mandated with ensuring that the organization operates effectively.

The Finance Manager will be expected to commit to KI values and objectives, comply with Katiba Institute's operational policies; fulfill instructions given from time to time; maintain confidentiality of KI information during and beyond the tenure of their employment contract.

KI also seeks an individual who will devote their time and attention during business hours to the discharge of duties as assigned and diligently serve and promote the interests of KI.

### **Key Duties and Responsibilities**

- Advise Senior Management on financial and staffing issues.
- Financial accounting & management functions, treasury management & investments, management of donor funds.
- Assist in development of institutional and donor proposal budgets & facilitate external audit.
- Review all request for payment and verify payment vouchers.
- Generate all financial reports and ensure timely reporting.
- Prepare and submit monthly cash forecasts.
- Payroll management, ensuring that employees are paid accurately and on time.
- Facilitate financial report generation to allow efficient decision making by management.
- Assist in the development, review, communication and execution of office policies and documents particularly those relating to financial accounting and procurement.
- Provide support in staff salary reviews and updating salary scale structures to ensure competitive KI salaries.
- Coordinate the administration of staff medical insurance scheme which is inclusive of processing claims and re-imbursements where applicable.
- Manage KI insurance policies including undertaking research and advising on market trends.
- Supervise the Finance Officer and other staff working within the Finance Office.
- Work with Senior Management Team to ensure smooth running of the organization.
- Perform any other duties as may be assigned by the management from time to time

### **Qualifications**

- Bachelor of Commerce degree (BCom) and a holder of Certificates in Public Accounting CPA(K) holder
- Qualified accountant with at least five years' experience in financial accounting
- Membership of Institute of Certified Public Accountants Kenya (ICPAK) will be an added advantage.
- Experience in multi-donor financial accounting and management
- Excellent IT skills, especially use of Excel and other accounting packages
- Proactive approach to work and good self-motivation.
- Strong organizational and problem solving skills.
- Excellent inter-personal skills and ability to deal with people from different cultures
- Ability to deal authoritatively with a range of partners and contractors
- Ability to work flexibly and to adapt to changing demands and circumstances
- Experience in Human Resource Management would be an added advantage
- Commitment to the values and objectives of Katiba Institute

## **Submitting Application**

Please email a covering letter, curriculum vitae and names and contacts of three referees to: [careers@katibainstitute.org](mailto:careers@katibainstitute.org). Kindly indicate the title of the position in the subject line of your email. The Application must reach us by latest **11p.m.** on **Friday 29<sup>th</sup> March 2019**.

Katiba Institute is an equal opportunity employer. Only shortlisted candidates will be contacted.

*Katiba Institute does not solicit fees for any job advertisement.*