



Bringing hearts and minds
together for children

Job Description

Position	Senior Accountant	Grade	
Department & Location	Finance, Nilinde Project Office Nairobi	Date	February 2016
Reports to (position):	Finance Manager		
Purpose: How does this post support Plan's strategy and mission?	<p>Founded 75 years ago, Plan International is one of the oldest and largest children's development organizations in the world. We work in 50 developing countries across Africa, Asia and the Americas to promote child rights and lift millions of children out of poverty particularly those who are excluded or marginalized. We deliver high quality programs that deliver long lasting benefits and work in partnership with others. Plan's vision is of a world in which all children realize their full potential in societies that respect people's rights and dignity. Plan is independent, with no religious, political or governmental affiliations and is an equal opportunity employer.</p> <p>Plan International is implementing the USAID funded Support for Orphans and Vulnerable Children (Nilinde) Project in Nairobi and Coast counties. This is a five year Program that aims to improve the welfare and protection of orphans and vulnerable children affected by HIV/Aids in Kenya.</p>		

Dimensions of Role:

The post holder will be based in the Country Office, Nairobi and will report to the Finance Manager. S/he directly supervises the Accountants based in Nairobi & Mombasa. S/he will uphold Plan's Core Values, promote our mission and vision, programme principles (transparency, gender equality and diversity) to enhance programme impact, and be committed to child protection and respect for human rights.

Typical Responsibilities - Key End Results of Position:

Key Responsibilities:

- Review all transactions processed in the SAP to ensure that they are accurate and comply with Plan procedures
- Prepare, submit and manage budgets and ensure availability of operations and programme budgets the subsequent years and proper usage of the same.
- Submit accurate consolidated financial reports on timely basis
- Review and/or approve financial commitments and payments that are in compliance with Plan policies and approved procedures
- Review balance sheets accounts reconciliations (e.g. SAP bank accounts, payroll, receivables, payables and inter-office accounts, staff and vendor's accounts etc.) and ensure timely resolution of reconciling items.

- Maintain accurate grant financial records, prepare accurate financial reports and full cost recoveries on all grants including maintaining Timesheets.
- To train project staff on Plan policies and procedures, SAP and financial accounting to CBOs and Partners to ensure compliance and improve their capacity
- Manage financial support to the Mombasa/ Coast office to ensure that funds are available and expenditures are bona-fide.
- Manage the performance and development of the Accountants in the Nairobi and Mombasa for delivery of set objectives to achieve high performance.
- Promotes and abides by Plan policies and procedures including but not limited to: Gender equality mainstreaming, Child Protection Policy; Code of Conduct and the related mandatory reporting responsibilities.

Dealing with Problems:

The post holder will demonstrate a high degree of analytical skills, planning, organizational and facilitation while introducing innovations needed to meet the demands of the operating environment.

Communications and Working Relationships:

Internal – High Contact:

- Finance Manager – Daily to review and address Financial Management Issues.
- Finance Teams in Mombasa/ Coast– Regularly to give support in Finance, Corporate Systems and Budget Related Issues.

External Relationships:

- External Auditors – To Support in provision of audit information requests – Contact Low (Only during audits)
- Community Based Organizations/Partners – To Enhance Capacities of Partners and to Clarify Issues relating to Partner Funds Disbursements – Medium Contact
- Bank Officials – To ensure clarifications on all Bank issues are given – Medium.
- Statutory Bodies Officials - To ensure clarifications on all Statutory Deductions related issues are given – Medium.

Knowledge, Skills, Behaviors, and Experience Required to Achieve Role's Objectives:

Education Qualification, Knowledge and Experience:

- CPA (K) or other professional qualification in accounting
- Bachelors Degree in Finance/Accounting related courses
- At least 4-5 years accounting experience in managing USAID grants preferably in NGO
- Well versed in computerised accounting applications.
- At least 2 years' experience at management level.
- Masters degree will be an added advantage
- Thorough knowledge of finance processes, systems and principles.

Skills specific to the post:

- Strong analytical skills
- Strong facilitation and training skills
- Good administration and effective communication skills
- Ability to work and interact with others at all levels

- Strong planning and organizational skills
- Ability to manage and promote high performing teams
- Use of computer skills

Competencies and values:

- Respect, integrity, diversity, commitment to excellence, adaptability, able to perform under stress, innovation, building relationships, communicating effectively, coaching and mentoring, developing and working in teams, initiating action, planning and organizing.
- Commitment to Plan International's mission and values.

Physical Environment and Demands:

Typically office environment with moderate field visit demands

Level of Contact with Children:

Low contact: No contact or very low frequency of interaction

Signatures:

Signature of Employee & Date

Signature of Supervisor & Date

******* END OF JOB DESCRIPTION*******