



Team Lead - Finance and Administration

The Organization

Awareness Against Human Trafficking (HAART Kenya) is a non-governmental organization dedicated to eradicating human trafficking. With offices in Nairobi HAART works according to the 4Ps Paradigm: Protection of Victim's Prosecution of Traffickers, Prevention of the vulnerable population and Policy & Collaboration. HAART structure reflects this Paradigm and is focusing on Protection of victims, awareness creation and collaboration with partners from public and private sectors.

We are currently looking for a qualified and experienced person (a resident in Kenya) to fill the Team Leader Finance and Administrative position.

Job Information

Location: Nairobi

Contract Duration: 12 months

Position: Full time

Starting time: January 2022

Working Hours: 45 hours in a week

Closing Date for Applications: 12th December 2021 EAT

Salary: 100,000 to 130,000 Kes gross per month

The Position

Reporting to the Executive Director and being a member of a Senior Management Team (SMT), the successful candidate will be responsible for financial and administrative functions within the organization. S(he) will provide leadership to a team of professional and support staff and ensure the highest level of performance. Specific responsibilities will include:

1. Financial reporting and budgeting
 - Developing internal organisational budget, participation in donor budget development and review process, monitor all the budgets and expenditures in accordance to the organisational and donor guidelines.
 - Ensure timely provision of monthly financial reports.
 - Ensure all financial reporting is completed on time, at the required quality and as per donor requirements.
 - Ensure that monthly financial reports and activity based budget versus expense project reports for the SMT are submitted and acted upon
 - Ensure that monthly updated budgets of different projects for the SMT are prepared, analyzed and acted upon
 - Reviewing and updating the financial and other related systems, procedures and policies
 - Providing and interpreting financial information to inform organizational management decisions
2. Petty Cash, Emergency fund and Banking
 - Ensure that monthly office petty cash expenditures are tracked, petty cash reconciliation statements prepared and signed off.



- Ensure that all cash requests from HAART staff are checked and reconciled and appropriate action taken as per procedures
- Ensure that all payment orders are paid by HAART on timely manner and according to procedures.
- Oversee office petty cash and emergency fund management
- Supervise the monthly cash count.
- Ensure that accurate banking records are maintained, bank payment orders performed and all financial matters with the bank dealt with promptly as per procedures.

3. Administration

- Ensure that general financial support as required for the office management and for the projects is provided.
- Ensure that matters regarding taxation, social and health insurance and other statutory requirements are dealt with effectively and efficiently..
- Ensure safety and security of all employees
- Ensure that HAART develops and implements maintenance policy
- Ensure that a strong financial filing system and filing the financial documents in both hard and electronic form is maintained.
- Responsible for overseeing the procurement of equipment and supplies for the offices and projects, ensuring strict adherence to HAART procurement guidelines.
- Ensure that travel arrangements, booking for flights, accommodation, transport are performed as per administrative procedures.

4. Personnel Administration

- Personnel Management of the organization: develop, implement and review all HR Management tools through the employee lifecycle (as defined in the HR Manual) from recruitment to offboarding, manage all related HR communications (HR e-mail account) in collaboration with Communications Officer
- Develop training schedules and ongoing opportunities for internal capacity building
- Manage HAART staff leave records and ensure that leave requests are submitted and filed.
- Ensure proper management of staff benefits, allowances and pay roll
- Ensure all staff statutory deduction are submitted promptly
- Manage, together with SMT and the ED HAART disciplinary and grievances handling process
- Administer the performance system for HAART
- Ensure proper management of staff files

5. Being member of SMT

- Review policies and practices of HAART and make appropriate decisions.
- Participate in SMT's meetings, deliberations and decision making
- Perform other duties as requested by the SMT and the Executive Director

Duties may be added, deleted or modified in consultation with the incumbent as necessary. Job descriptions and staff performances will be reviewed regularly.



3. Qualifications, Skills and Experience

- University degree in finance, accounting, commerce, administration or equivalent.
- CPA II or equivalent
- At least 4 years experience in a Finance and Administration role with similar responsibilities.
- Experience working with an Non-governmental sector will be an advantage.
- Fluency in English and Kiswahili (both oral and written).
- Strong computer skills and experience working with accounting software.
- Experience liaising with a range of stakeholders regarding financial and administrative issues.

Required Personal Attributes

- Excellent interpersonal skills and ability to work in a team.
- Ability to work independently, prioritize tasks and to take initiative.
- Strong attention to detail and problem-solving skills.
- Honest, meticulous, responsible and well organized.
- Strong work ethic and commitment to financial accountability and transparency

All our staff are expected to strive for excellence, collaborate and communicate while ensuring full commitment to integrity.

This job description summarizes the main duties of the job. It neither prescribes nor restricts the exact tasks that may be assigned to carry out these duties. This document should not be construed in any way to represent a contract of employment. Management reserves the right to review and revise this document at any time.

At HAART we value diversity and we are committed to creating an inclusive environment based on mutual respect for all employees. We do not discriminate on the basis of age, sex, disability status, religion, ethnic origin, color, race, marital status or any other status or characteristic protected under applicable law.

Application process:

Qualified candidates are invited to send one PDF of their cover letter, CV, contact information for 3 references and salary expectations to hr@haartkenya.org using “**Team Lead - Finance and Administration**” as the subject of your e-mail. Only complete applications will be reviewed and short-listed candidates contacted. Visit <https://haartkenya.org/job-openings/> for an updated version of the application.

No Fee Charged

HAART does not charge a fee at any stage of the recruitment process (application, interview meeting, processing, training).