



JOB DESCRIPTION

Job Title:	Finance Manager
Reporting To:	Head of Finance and Operations (HoF)
Location/Place of Work:	Nairobi
Type of Contract:	Full time

Purpose of the role

Tru Trade is a social enterprise that increases **smallholder farmer incomes by integrating smallholder producers into sustainable supply chains**. We are a Kenyan company, operational in Kenya and Uganda since 2015 and growing our reach in the region.

In this role, you are responsible for management of finance and administration in Kenya.

Responsibilities

a) Grant Management

Efficient and effective grant and project management ensuring:

1. All grant funding is utilized as per guidelines and conditions stipulated in the specific grant contracts and in strict adherence to Tru Trade financial policy.
2. Regular periodic reviews of spend vs budget and utilization and presentation of key updates to senior management.
3. Ensuring project budgets, deliverables- in form of key milestones and donor reports are prepared and submitted on time.
4. Ensuring records are correctly recorded and always up to date in the accounting system and cost share/matching records are also maintained where necessary.
5. Accept or reject any expenditures pertaining to a grant and accurate grant reporting on a timely basis by exercising prudence and objectivity at all times.



6. Inform management on key over or underspends, while keeping a track on utilization.

7. Ensure effective project close out procedures are adhered to.

b) Financial Management.

Maintain accounting records, prepare transaction reports and ensure Tru Trade financial procedures are adhered to and all supporting documentation is in place.

Record financial transactions in Quick books. Reconcile and submit to the HOF by 4th, monthly financial reports including expenditure vs budget, general ledger files, cash flow projections and account reconciliations, expenditures by cost center and all other relevant financial information.

Prepare project budgets and also annual budgets and timely reporting (in liaison with Operation team) for review by HOF. Responsible to ensuring compliance with all relevant donor / investor Finance regulations.

Monitor cash flow and spend against budget using the budget tracker.

Prepare for annual statutory and donor audits with HOF, from preparation of annual accounts to trial balance stage, and liaising with external auditor to ensure the implementation of audit recommendations and ensuring Tru Trade is Tax compliant in liaison with the HOF.

Provide advice on Financial related issues to Management.

Prepare payment vouchers and journal vouchers; make out operational payments; Manage petty cash; manage payroll processing, DSA administration and field staff facilitation; Manage logistics for Tru Trade staff and visitors.

Compile statutory tax returns. (PAYE, NSSF, With- holding Tax In-line with filing timelines (by 15th of the month), Annual Payments for trading licenses in all areas of operation, LST (Local Service Tax among others), whilst ensuring revenue compliance and companies registration office compliance.

c) Procurement and asset management.

Carry out procurement following established procedures. Maintain fixed asset register and organize for insurance of assets. Monitor movement of assets in the field, ensure compliance in asset management and reporting from field staff.



d) Human Resource Support:

Provide support to the Country Lead to ensure all HR documentation is updated and complaint, raise any issue regarding the staff welfare.

e) Manage Trade Finance

Responsible for management of trade Finance. Optimize utilization of fund to maximize returns and impact.

f) System Development

In collaboration with the HoF drive continuous system improvement within TruTrade to increase Tru Trade operational efficiency, sustainability and impact. Ensure systems are backed up regularly.

Key relationships:

- Head of Finance and Operations (Line Manager)
- Country Lead (Close collaboration)
- Area Supervisors & Agents (liaison/support)

Requirements:

Qualifications and experience:

- Minimum of 5years practical experience in financial management
- Degree in Business Studies-options
- Fully Qualified Accountant of Internationally recognized Accounting Qualification (CA/ACCA /CPA)
- Sound technical abilities and up to date knowledge of Generally Accepted Accounting Principles
- Fluency in spoken and written English and Kiswahili, French would be an added advantage.
- Willingness to travel nationally and occasionally regionally
- Experience of both Private and NGO sector would be an advantage

Competencies:

- High level of Integrity, drive, initiative, motivation, commitment and professionalism.
- Experience of working with donors/grants would be an added advantage
- Excellent verbal, analytical and organizational skills. Pay attention to detail.
- Excellent ICT skills including a good knowledge of MS Office and accounting software- QuickBooks and other packages are an added advantage.



- Excellent inter-personal skills; ability to work as part of a team and independently.
- Ability to exercise objectivity in all situations without compromise.

Qualified candidates to send their Covering Letter and CV to Recruitment@trustradeafrica.net.

Please type the title e.g. FINANCE MANAGER- [your name]" in the subject line of the e-mail.

The closing date for receiving applications is not later than 4.00pm EAT on Friday 2nd October 2020.

*Please **do not** send certificates at this stage.*

Due to the anticipated high volume of applications, kindly note that only short-listed candidates will be contacted.