



Job Advertisement

Administration & Finance Manager

Back-ground	<p>The Frontier Counties of Lamu, Tana River, Garissa, Wajir, Mandera, Marsabit, Isiolo and Turkana are among the most marginalized in Kenya. Historical marginalization resulted in glaring inequalities between these Counties and the rest of Kenya in the creation of essential infrastructure. The endorsement of the Constitution of Kenya 2010 and the Kenya Vision 2030 present excellent frameworks for devolved governance, engage citizens, the civil society, the private and public sector in an integrated and holistic socio-economic transformation process. FCDC wants to enhance the benefits of the devolution process in their member counties by serving as a catalyst and trigger for sustainable development and prosperity in their region.</p> <p>FCDC is now looking for a qualified Administration & Finance (A & F) Manager to plan, organise, manage and controlling all finance and administrative activities at the Frontier Counties Development Council (FCDC) secretariat including finance, logistics, human resources and general administration. The A & F Manager will be accountable to the FCDC CEO.</p>
Organisation	<p>The Frontier Counties Development Council is a collective platform set-up by the 8 County Governments in the aftermath of devolution. The council promotes cooperation, coordination and information sharing between counties in view of enhancing socio economic development and promoting peaceful co-existence among its member counties. FCDC has a small Secretariat that includes with 6 staff.</p> <p>As an instrument to enhance cooperation, coordination and information flow between counties in specific sectors, FCDC is setting up Sector Forums. County Executive Committee Members (CECs) of a specific sector meet regularly and the SFAL secretariat that works under FCDC implements requests and decisions taken by the forum. So far, the Sector Forum for Agriculture and Livestock (SFAL) has been set up.</p>
Position	Administration and Finance Manager
Reporting to	FCDC Chief Executive Officer
Duration	2 years (renewable)
Location	Based in Nairobi
Key tasks & responsibilities	<ul style="list-style-type: none">• Ensure that high quality administrative, finance and logistics services are delivered to FCDC staff, FCDC Board, Governors and partners.• Ensure smooth running of the finance, procurement, human resource management, information system and project administration.• Further develop and ensure the administrative systems and procedures are in place and followed in accordance with FCDC policies.• Plan and implement systems for financial operations in the FCDC office in accordance with FCDC finance policies and guidelines;• Ensure that FCDC complies with all legal requirements laid out by the Kenyan Government;• Ensure that the FCDC information and communication system and the computer network is operating smoothly and is regularly maintained.• Support the CEO and project responsible to ensure the timely reporting of the financial aspects of the various projects.• Source for the FCDC financial auditor and ensure that annual external financial audits are conducted.

Essential requirements, Qualifications	<ul style="list-style-type: none"> • Master's in Business Administration, Finance or equivalent (e.g. qualified accountant); • At least 5 years work experience in an Administration and Finance Department, • Proven ability to understand, set up and manage administrative instructions, financial and accounting policies, rules and procedures and implementing robust financial management practices. HR experience is an added value; • Proven experience of using the Quick Books accounting software; • Proven managerial experience in a directly related field; • Experience in liaising with senior level government authorities; • Demonstrable knowledge and experience of donor fund management and reporting for major donors, trust and foundations • Strong analytical, modelling and commercial reporting skills; • Excellent written and oral communication skills in English and computer skills; • Ability to lead, to motivate and work in a team; • Flexibility, sense of humor and good interpersonal skills;
Contract start date	July 2018
Application	<p>If you feel you fit the required profile, please let us know how your qualifications, experience and career ambitions fit in with the requirement of this position.</p> <p>Send your application latest by 20th of May 2018 to info@fcdc.or.ke .</p> <p>Please provide a Curriculum Vitae (CV) that contains details of your qualifications, experience, present position and current remuneration, earliest date of availability, day and evening telephone numbers and names of three referees.</p> <p>Only shortlisted candidates will be contacted.</p>

Nairobi, 08.05.2018