

JOB RE-ADVERTISEMENT – FINANCE MANAGER

Stand By Me Kenya (formerly Open Arms International) is a children’s non-governmental organization based in Eldoret, Kenya. We are seeking to recruit a highly qualified and motivated Finance Manager who will provide leadership and oversight for the organization’s day-to-day accounting, as well as its strategic financial management. The Finance Manager (FM) will work alongside two finance department staff members, as well as Department Leads in budget development, implementation, tracking, and analysis.

The finance department supports the Children’s Home (population of 80 children), Primary and Junior School (population of 350 pupils), Further education program (provides scholarships to 70 High school and post-High school students), crop & livestock farm, central kitchen (provides meals for the homes and school), facilities department, and administrative departments. The FM will work towards enhancing efficiency in financial management (including automating our finance processes), regular cost analysis, developing/updating finance policies and procedures, and general financial strengthening. The FM will report to the Executive Director, and will serve on the Senior Leadership team. The FM will meet once a month with the Stand By Me UK/US Finance team.

Key responsibilities:

The Finance Manager’s primary responsibilities will include the following:

- Oversee annual budget development, implementation and tracking.
- Provide technical support to finance staff in day-to-day accounting and work with Department Leads in budget management.
- Oversee regular financial analysis for different departments.
- Provide high-level financial reports to SBM Kenya management and Board.
- Provide leadership in the development/review and implementation of the organization’s financial policies, procedures and standard operating procedures.
- Oversee payroll administration and asset management.
- Oversee internal controls and financial systems strengthening.
- Ensure consistent organizational compliance.

POSITION	Finance Manager (1 Post)
QUALIFICATIONS WORK EXPERIENCE	<ul style="list-style-type: none"> • Has at least a Bachelor’s degree in Finance, Commerce, Accounting, or related finance field. A Master’s degree in finance will be an added advantage. • Has attained the highest CPA qualifications and is a registered member of ICPAK. • Has a minimum of five to seven (5 – 7) years’ hands-on accounting and financial management experience. An understanding of NGO operations and NGO management experience will be an added advantage. • Proficient in Microsoft Excel, QuickBooks, and other accounting software. • Familiar with finance and procurement processes, procedures and relevant finance laws and requirements in Kenya.

	<ul style="list-style-type: none"> Has experience in developing, reviewing and implementing finance systems, policies, processes and standard operating procedures. Has excellent people management and coaching skills. Proficient in standard office and digital communication platforms such as Microsoft office, Google suite, Teams, Zoom, etc.
OTHER SKILLS VALUES	<ul style="list-style-type: none"> Follower of Jesus Christ, active in his/her local Church, and spiritually mature in faith. Has a passion for children and can consistently set a good example to children & work colleagues. Is a person of good work ethic, integrity and good stewardship. Attentive to detail, trustworthy, organized and strong analytical skills. Excellent communication, organizational and forward planning skills. Good operations skills and office etiquette pertinent to a business office. Able to self-organize and works well with others. Able to produce high quality work as per set deadlines. Teachable and willing to teach and mentor others. Strong leadership and networking skills. Friendly, vibrant, and dynamic personality.
PLACE OF WORK	<p>This role is based at our Stand By Me Kenya offices, Eldoret, Kenya. Candidates residing in Eldoret and its environs are strongly preferred due to the nature of the role and community collaboration requirements.</p>
CLOSING DATE	<p>January 22, 2026.</p>

Candidates who meet the above qualifications are requested to make their applications by sending:

1. Cover Letter giving compelling reasons why you are the best fit for the job.
2. Updated Curriculum Vitae demonstrating your qualifications and experience.
3. Copies of testimonials (all in one PDF format) to the below email address or delivered by hand to our offices not later than **January 22, 2026**

The Human Resource Manager
Stand by Me Kenya
P O Box 2964-30100, Eldoret.
Email HR.Kenya@openarmsvillage.org