



World Vision is an international Christian relief, development and advocacy organisation working in almost 100 countries world-wide to create lasting change in the lives of children, families and communities to overcome poverty and injustice.

Director – Finance and Support Services at World Vision Kenya

Purpose of Position

To provide overall leadership, oversight and management of all aspects of Financial Management, Administration and Information & Communications Technology (ICT) functions ensuring systems are in place to support the World Vision Kenya National Office Strategic and Programmatic objectives.

- Leadership, Capacity development and Strategic Partnering, 25%
- Provide strong leadership in Finance, Administration and ICT units ensuring competent and motivated staff are hired and retained.
- Coordinate professional and personal development of staff through adequate orientation, on-the-job coaching, identification of learning, training needs and opportunities (e.g. in accounting, SunSystems, grant management, risk management, leadership, etc.); and succession planning.
- Model Christ-centered servant leadership and support spiritual development of his/her team.
- Actively participate in the National Office Senior Management/ Leadership team meetings.
- Attend and actively participate in strategic regional meetings.
- Facilitate the National Director, Operations, Board and other non-finance staff in understanding and interpretation of financial statements.
- Ensure partnership finance, administration and ICT policies and procedures are understood by Senior Management, Operations/Technical staff, Communities, Local Partners and Board, as appropriate.
- Develop strong networks internally (other National Offices, Support Offices and partnership entities) and externally (other NGOs, banking entities, communities, etc.) through effective communication, relationships and twin citizenship.
- Promote shared resource networks within the region, and the partnership.
- Participate in the relevant National, Regional, Africa and partnership initiative as required
- Adhere to WVI key policy documents – mission, core values, and covenant of partnership.



End Results Expected

- A robust and resilient team working together providing efficient services that help achieve the child wellbeing outcomes
- Relevant reports/analysis for decision making produced and discussed with leadership
- Effective performance management per WVI guidelines and standards
- Improved retention rate of top performers and key contributors
- Low turnover rate for key staff
- Documentation and sharing of best practices among staff, within and across regions
- All staff understand their role and responsibilities in financial management, as appropriate
- Strategic leadership provided
- Finance and support Services team viewed as valued business partners, both internally and externally
- Good image of the office in country and in the partnership
- Financial Planning, Budgeting and Stewardship, 20%
- Coordinate the planning and budgeting process and provide technical support, to ensure global and regional guidelines are met, as well as to chart and execute a strategy in the midst of changing constraints and circumstances.
- Review alignment of budgets between National Office, projects, grants, MyPBAS, and Support Offices and ensure effective and efficient cost recovery practices are followed.
- Control of National Office budget, cash flow and project funding, by providing timely and relevant information to budget managers, in collaboration with the Operations Leader.
- In collaboration with other National Office Directors, advise the National Director on strategic resource acquisition and allocation in line with RWG/VIR (Regional Working Group /Virtual Investment Review) recommendations approved by the Regional Leader.
- Contribute to the development of World Vision National Office strategic direction and priorities.
- Ensure adequate cost efficiency and effectiveness measures are in place and are being followed through:
- Providing cost analysis, promoting benchmarks and making recommendations for determining effective resource utilization at all levels.
- Manage complex funding arrangements across multiple funding streams



End Results Expected

- Efficient and effective financial planning and budgeting processes, in line with WVI & donor requirements
- Value added analysis provided for the Strategic Investment discussion at RWG/VIR
- Inter-departmental collaboration from the planning and budgeting phase, resulting in improved organizational efficiency and program/projects' burn rate levels
- Level of cash within approved target low
- Accounts reconciled monthly
- National Office budget completed within standards & deadline
- National Office expenditures are within approved National Office budget limits and benchmarks
- Project grants spending is within total approved donor budget, budget line flexibility rule and no underspending below 5% and NIL overspending
- Program/Project expenditures are within acceptable efficiency ratio for Programming vs. Program
- Management costs based on T7 Programming Codes
- Fiscal Accounting, Compliance, Monitoring and Reporting, 20%
- Design and manage systems, policies and procedures that provide appropriate levels of security and control of WV assets, resources and operations.
- Coordinate the submission of timely, accurate and complete relevant reporting to the Partnership and to internal users.
- Define and implement efficient and effective internal control systems.
- Adhere to partnership policies, procedures and guidelines as stipulated in the WVI Financial Manual and other documents, including – but not limited to: grant compliance, planning & budgeting, year-end closing, carryforward, accounting and reporting.
- Coordinate the timely and accurate submission of financial reports in Notes FFR (Field Financial Reporting) database.
- Review the reconciliation of MyPBAS to FFR monthly with action plan for addressing outstanding items.
- Provide regular analysis of ADP/Grant financial reports and timely feedback to ADP/Grant managers for decision making
- Ensure proper and timely reporting is submitted to all donors. Monitor and control spending to ensure it does not exceed available funding and that core costs are covered.
- Ensure accountability and financial management of Micro- Enterprise Development



(MED) programs.

- Ensure National Office staff visit Programs/Projects to monitor accountability issues, follow up on implementation of audit findings and provide support as needed.

End Results Expected

- Relevant reports/analysis for decision making produced and discussed with leadership
- Strong accountability and compliance in accounting and reporting
- Timely, complete and accurate financial reports (National Office and Projects) analyzed and submitted to budget owners and internal stakeholders for better decision making.
- MyPBAS reconciled monthly and any issue followed up with relevant Support Office
- Compliance with grant regulations and Grant Approval Protocol
- Carryforward process completed within Partnership deadlines
- Finance staff visiting projects and communities, adding value at the grass-root level
- Oversight of Administration & ICT Support Services, 20%
- Provide overall leadership to the ICT function ensuring that the office has reliable, sufficient, connectivity and that the organizations information systems and resources are adequately protected.
- Provide overall leadership to the Administration ensuring that the National Office is effectively supported and staff have a clean and secure and hospitable place to work.
- Ensure that the support services function have systems and mechanisms to ensure ministry effectiveness.
- Ensure improved office/programs connectivity
- Facilitate and ensure preparation of and adherence to computer usage policies
- Ensure office disaster preparedness and policies are updated to include new technologies, trends, and threats.
- Ensure adequate cost efficiency and effectiveness measures are in place and are being followed through:
- Ensure that WV staff and assets are secured, safe, and well maintained; oversee logistics coordination
- Ensure that WVK provides quality hospitality services to staff and visitors
- Offer oversight of Fleet management including Transportation and Logistics
- Work with Security team to ensure a safe workplace. Identify potential hazards and train staff to control risks.



- Promote benchmarks for determining effective resource utilization in all cost entities like IPC, SMC, DOS, staff equipment and other assets.

End Results Expected

- Systems and policies to ensure ministry effectiveness put in place
- WV assets and facilities well managed
- Internet and other connectivity are fast and stable at every location
- Computer usage policy prepared, approved and operational.
- IT security manual approved and distributed to staff
- Information and software backed up and secured
- Security guidelines and procedures are in place
- Security assessment and report is updated regularly
- # of incident reports
- Building facilities are well-managed
- Travel and accommodation information are readily accessible by all staff and visitors
- Air-ticketing, passport and visa services are well managed
- Risk Management and controls, 10%
- Manage all risks emanating from the Finance, Administration and ICT functions.
- Ensure appropriate systems and controls are in place to avoid significant audit risk ratings, both at the National Office and project levels.
- Coordinate management responses to audits performed to the National Office and projects; ensure they are sent on time to the Audit Department; and that all audit recommendations are implemented timely at all levels.
- Establish relevant internal controls, configure Sun Systems, ProVision, GEMS and any other required programmes
- Coordinate adequate preparation for Global Centre and external audits.
- Implement anti-corruption and fraud strategies

End Results Expected

- Minimized risk exposure within WV and external partners' operations
- Anti-corruption strategy rolled out and understood by all staff



- Awareness and understanding of key financial policies and procedures by all relevant staff
- Minimum acceptable audit risk ratings and timely implementation on internal and external audit recommendations
- 5% any other duties as assigned

Knowledge, Skills and Abilities

- Master's degree of Commerce or its equivalent
- Certified Public Accountant of Kenya (CPA-K) or ACCA qualifications or its equivalent
- Minimum of Ten years' experience of which six must be in a senior management position in a reputable organization.
- Sun Systems Certification
- Strong budgetary, financial management and analytical skills.
- Demonstrable experience in leadership, strategic management, results based management in financial matters.
- Strong aptitude for organizational change, participatory and servant leadership, innovation, learning, team building.
- Knowledgeable on grant accounting and experience in donor funding e.g. USAID, DFID, UN etc. compliance with statutory reporting requirements.
- Active Membership to a registered professional Accounting body
- Demonstrable ability to work with minimum supervision.
- Computer literate: especially in Sun accounting systems, spreadsheets, Internet skills.
- Excellent verbal and written communication skills, good interpersonal relation skills.
- Able to work in a cross cultural environment with multinational staff
- Ability to solve complex problems and to exercise independent judgment

Please send your Application Letter, a One-Page Motivation Statement, and your Curriculum Vitae (CV) to: **hrdirector@worldvisionke.org**