



VACANCY ANNOUNCEMENT

The Council of Anglican Provinces of Africa (CAPA), an umbrella organization for the Anglican Church in Africa and registered in Kenya, invites applications from interested and suitably qualified candidates, to fill the position of:

Finance and Administration Officer

Purpose / Role

The primary responsibility of this position will be accounting/financial management and office administration. Reporting to the General Secretary (GS), the Finance and Administration Officer (FAO) will be responsible for overseeing the financial management and accountability requirements, and human resource management of the office. This position must assure the contractual integrity of all agreements entered by CAPA, managing the procurement process and safeguarding the interests of the organization.

The FAO will provide technical assistance to staff in implementing and complying with financial and administrative procedures to ensure compliance with regulations and serve as the financial liaison with Partners, and other implementing agencies and Members Provinces.

The incumbent will also be responsible for providing professional decision-support on issues relating to property and investment management as well as making recommendations to the Executive Committee (through the General Secretary) on issues concerning property and investment.

Responsibilities and Tasks

1. General Management and Leadership

- Liaise with the GS and the Management Team for effective Financial Planning and development of requisite policies.
- Educate all team members on financial responsibilities, financial policies and administrative procedures.
- Assist the GS and Senior Management in the development of appropriate administrative structure and policies to preserve/secure organizational effectiveness.
- Identify problems and develop solutions for the best financial practice that is in accord with GAAP and applicable Accounting Standards.
- Advice on statutory compliance and ensure satisfaction of the same.
- Provide proper supervision, training, guidance and mentoring so as to ensure effective succession planning and smooth management transition.



2. Financial Management

- Provide leadership and support for all financial management areas including accounting, payments, and reporting systems and procedures.
- Coordinate with Program staff to ensure that project budgets, accounting, and fiscal control procedures are implemented effectively.
- Ensure compliance and consistency with the organization's policies and procedures, as well as compliance with the terms and conditions of Partnership Agreements.
- Maintain records and accounts for daily transactions, ensuring accuracy and completeness of required files and supporting documentation serving as evidence of transactions.
- Ensure sound cash management of bank accounts and maintain petty cash fund.
- Process cash disbursements in accordance with financial management policies and established approval levels.
- Process payroll, remit tax and other government contributions and report to local agencies.
- Responsible for full accounts payable function from procurement through payment of invoices.
- Process employee expense reimbursements.
- Ensure timely payment to all organization's payees and maintain sufficient and complete payee files.
- Prepare monthly financial reports for the organization and internal management reports for the GS containing budget to actual expenditure information.
- Perform month-end closing and year-end duties such as reconciliations, inventory lists, among others
- Assist Program staff in budget preparation.
- Ensure statutory compliance requirements are always kept current and file statutory returns and renewals.
- Manage procurement, upkeep, and tracking of assets, including proper documentation of procurement in compliance with CAPA's policies and procedures.
- Protect CAPA assets through maintenance of asset register, internal controls, and audit procedures.
- Facilitate external audit.
- Carry out any other tasks as assigned by the GS.



3. Administration

- Assist the GS to oversee the administration of human resources, (including but not limited to) maintaining up-to-date confidential personnel files, assisting with recruitments and orientation procedures, staff travel/leave/vacation scheduling, purchasing, and maintaining adequate health and other insurance policies among others.
- Manage local information technology contract and ensuring that infrastructure needs of the office are met, including properly functioning IT equipment, routine maintenance, security over IT (anti-virus software and regular backups).
- Maintain Office files and Policy documents.
- Assist the Management in the establishment of procurement procedures and in the improvement of internal controls.
- Assist in the establishment and maintenance of inventory management systems and control procedures.
- Establish/maintain an effective filing system that can provide easy access to information and proper documentation of all financial and administrative records.

4. Programme Development and Planning

- Assist Program staff in the development of project proposals and preparation of operating plans/budgets.
- Assist in the identification of potential funding sources and ensure unit/project leads formulate project budget submissions and subsequent revisions in accordance with donor guidelines.
- Support the involvement of all interested CAPA staff in the planning, development and funding of projects.

5. Project Management and Implementation

- Collate/analyze and report on actual and planned monthly expenditure, interpret, and communicate with Program staff, advise on variance against approved budgets, and make recommendations for corrective action.
- Conduct field travels to sub-grantees unit/project offices as necessary to review financial procedures and assist managers on the ground in their needs.
- Coordinate, supervise, and prepare all financial reports to Partners to ensure compliance with contractual and legal requirements

Reporting Lines

Report to the General Secretary



Selection Criteria and Core Competencies

Integrity:

Must have a clear commitment to the Christian faith and CAPA's core values

Must be a communicant Anglican

Must work with trustworthiness and integrity.

People Skills:

Ability to work independently and as a team player who demonstrates leadership and be able to work with, support and train local and international staff.

Communication Skills:

Well-developed written and oral communication skills. Able to communicate clearly and sensitively with internal and external stakeholders as a representative of CAPA. This includes observance of protocols and respect for Church structures, effective negotiation and presentation skills.

Resilience/Adaptability and flexibility: Ability to operate in a flexible, adaptable, and resilient manner.

Working style:

Must be highly organized and should have capacity for initiative and decision-making, a critical thinker with strong analytical and problem-solving skills.

Knowledge and other skills:

Knowledge of CAPA policies and procedures, sphere, with experience in Church/Christian Not-for-Profit Agency Code of Conduct. Knowledge and experience in Human Resource Management, proficiency in information technology/ computer skills, and Google suite.

Technical Competencies required for this position are:

- i. Minimum of 5 years' experience in financial management and accounting in a Non-Governmental/Not-for-Profit/Project-oriented organization.
- ii. Proven Experience in fund-based accounting.
- iii. Prior Experience working on USAID, OFDA, EU or other Grants or Projects.
- iv. Proven Experience in Computerized Accounting.
- v. Experience in strategic and program planning processes
- vi. Experience in multi-donor Accounting.
- vii. Extensive Knowledge of QuickBooks
- viii. Bachelor's Degree in Accounting or Finance, CPA/ACCA preferred. Registered with recognized national and/or international body



Interested applicants are to send their detailed CV, certified true copies of their academic and professional certificates and a brief statement of why you think you are suitable for the position to generalsec@capa-hq.org on or before **January 7, 2022**. Please note that only shortlisted applicants will be contacted.