

Finance Officer – Nairobi, Kenya

Company Overview

The Pharo Foundation (the “Foundation”) is a privately funded entrepreneurial organisation that runs philanthropic programmes as well as for-profit Pharo Ventures. The Vision of the Foundation is an economically vibrant and inclusive Africa. The Mission is to achieve the Vision by investing in the human and physical capital of Africa, with a strong focus on job creation.

Established in 2011 as a UK based non-profit, the Foundation has since made a strategic shift to directly design and implement its own programmes to ensure greater engagement with communities, better results and increased accountability. The Foundation has carried out numerous projects in Somaliland, Ethiopia and Rwanda with plans for further expansion across East Africa. The key strategic pillars for the philanthropic side of the Foundation are education, health, water and agriculture. At the end of 2019, the Foundation also started its Pharo Ventures franchise to prioritise sectors where the Foundation believes a real impact can be made by establishing self- sustaining businesses, which focus on job and economic value creation.

Headquartered in London, the Foundation has an operational head office in Nairobi, Kenya with country offices in Ethiopia (Addis Ababa and Assosa) and Somaliland (Hargeisa) and Rwanda (Kigali).

Position Summary

The Finance Officer role is a challenging role for a self-driven individual who seeks to leverage on their knowledge and understanding of the local accounting principles and tax regulations and ensure compliance with the required regulatory standards.

Working in a collaborative fashion with highly committed colleagues, this position offers a career enriching opportunity to a resourceful finance professional who is seeking to work within international standards and relishes the challenge of managing multiple, time sensitive assignments with the strongest attention to detail and with the capacity to independently prioritise tasks.

Role: Finance Officer (Nairobi)

Reporting to: Finance Manager (London).

Functional Relationships: Head of Human Resources (Nairobi), Director of Education (Nairobi), CEO-Social Ventures, (Nairobi) and Office Manager (Nairobi).

Key Duties and Responsibilities

- Prepare and process all financial transactions and submit these for further review and appropriate approvals.
- Post daily transactions in the accounting system on a regular basis and review and seek approvals

- where required.
- Ensure correct operation of monthly payroll systems and any other accounting reporting requirements to both internal and external bodies e.g. tax returns, WHT, VAT and reports to the Kenya Revenue Authority.
 - Provide support to budget holders to ensure financial control and effective decision-making through correct financial evaluation and analysis.
 - Ensure that electronic and paper filing records for all accounting transactions and banking information are fully documented, and are complete, robust, well structured, transparent, scanned, and archived for easy accessibility.
 - Process and manage petty cash and all sundry expenses while ensuring that they are reconciled on a daily basis.
 - Process financial transactions and ensure that budget holders use the right project codes before approval(s).
 - Ensure monthly controls and reconciliations relating to petty cash and the bank accounts are performed accurately.
 - Support the review and development of financial policies and make sure they are implemented to maintain integrity and transparency throughout the organisation.
 - Monitor the relevant bank accounts and take corrective action where necessary.
 - Ensure compliance in all tax matters and submit tax schedules to the supervisor for relevant approvals.
 - Lead annual account and audit processes, including the preparation of year-end accounts, working paper files, and the day-to-day liaison with auditors.
 - Other ad-hoc finance related tasks as may be required by the supervisor from time to time.

Qualification Requirements

- The ideal candidate should possess a first degree in Accounting, Finance or Business Administration and or related equivalent.
- Full membership of an accountancy qualification such as CPA or ACCA.
- S/he must possess a minimum of four (4) years related professional experience, preferably within audit firms, multicultural international organisation.
- Experience in using an accounting software package like QuickBooks, Tally, Sage, Xero being the ideal but not mandatory.
- Strong financial analytical skills.
- Excellent proficiency in the use of Microsoft Office packages: Word, Excel, and PowerPoint.
- A self-starter with initiative and the ability to multi-task, work under pressure and meet deadlines.
- Excellent communication skills and comfortable working with senior level colleagues.
- Strong numeracy and literacy skills.

Behavioural Competencies

- Dedicated team player with demonstrable experience in setting up finance procedures and systems.
- Problem solver and creative thinker with the ability to get results in fast-paced environments.
- A self-assured, internally motivated and passionate individual driven to succeed and make a difference.

- An individual with high levels of integrity, professionalism, resilience, accountability and determination.
- An individual with strong work ethics and a mature, professional proactive attitude.
- Extremely organised and efficient individual with high attention to detail.

Application Procedure

Due to the expected high volume of applications, we regret that we will only be able to contact short-listed candidates. Review of applications will begin as soon as they are received, and only **complete** applications will be reviewed. In the event that an outstanding applicant is identified early in the search process, we reserve the right to appoint before the deadline. For this reason, we encourage interested and suitably qualified candidates to apply at the earliest possible opportunity. If you do not hear from us during this period, please consider your application unsuccessful.

Please send the information listed below, as a single PDF file to the following email address: recruiting@pharofoundation.org and add the job title '**Finance Officer- Nairobi**' to the email subject line.

1. A detailed CV and Cover Letter
2. An essay of no more than 1,000 words outlining:
 - ✦ What experience have you gained that makes you the most qualified candidate for the role?
 - ✦ What challenges do you foresee as a finance officer in managing increasingly complex financial accounting tasks in a growing international organisation and what steps will you take to successfully resolve these based on your experience and knowledge?
3. A one-page list of four references with current addresses, phone numbers, and email contacts.