

Job Title: Finance Manager

Job Title: Finance Manager	Reports to: Executive Director
Direct Reports: Senior Accountant, Accountant, Finance Assistants	Division: Finance
Department: Finance	

Job Purpose

The purpose of this job is to oversee financial accounting and grant management within the Finance department. Reporting directly to the Executive Director, this position is responsible for establishing and maintaining robust financial systems and delivering timely financial management reports to support decision-making for KCDF program activities.

Key duties and responsibilities

1. Financial Management

- Oversee the financial and grant management functions within the Finance department at KCDF.
- Establish and enforce accounting standards to ensure compliance among team members.
- Supervise the maintenance of the General Ledger and review all ledger reconciliations and journal entries.
- Review payments before submission to the bank and act as a designated signatory to KCDF bank accounts in accordance with the bank mandate and internal approval levels.
- Coordinate and consolidate the KCDF Annual Budget with input from respective Heads of Department and support budgeting for funding proposal development.
- Ensure the production of regular financial reports, including bank reconciliations, monthly management reports, motor vehicle expenditure reports, and staff medical expenditure reports.
- Manage the financial information system to produce reliable management reports that facilitate decision-making by the management and Board of Directors.
- Collaborate with KCDF's internal and external auditors to facilitate audits at minimum cost to the organisation.
- Assist the program department in the preparation of funding proposals, ensuring the financial aspects are sound, accurate, and comprehensive.
- Develop and regularly review finance policies and procedures.
- Contribute to the overall strategic achievements of the foundation.

2. Grants Management

- Implement and ensure understanding and compliance with grants management policies, rules, and procedures throughout KCDF's work.

Physical Address

4th Floor, Morningside Office Park, Ngong Road, P.O. Box 10501-00100, Nairobi, Kenya

Telephone & Mobile

(254-20) 8067440/01/01/3540239
(254) 722168480 / (254) 736449212

Email

info@kcdf.or.ke

- Participate in the periodic review and update of grants management tools and processes.
- Ensure adherence to KCDF's grants management policies in partner selection.
- Oversee the tracking of the grants pool, monitoring obligations from donors and to grantees to prevent overcommitting funds.
- Maintain all grant management documentation and mandatory records according to KCDF's and donors' standards.
- Conduct pre-award risk assessments on potential grantees in collaboration with the program teams.
- Ensure timely and accurate completion of grant modifications for program changes.

3. Capacity Development Coordination

- Provide periodic technical support to all grantees to strengthen their capacity to manage grants effectively.
- Coordinate the inception period grants management training for new grantees and provide refresher training for existing grantees on donor and KCDF's policies and procedures.
- Coordinate training workshops in collaboration with the Program, M&E, and Capacity Strengthening teams.

4. Financial Reporting and Monitoring (Financial and Programmatic)

- Prepare and analyze accurate monthly financial and management reports.
- Submit accurate, complete, and timely management reports.
- Coordinate the preparation of audited financial statements.
- Review grant disbursement requests in collaboration with the program to ensure compliance with approved program descriptions and budget documents.
- Support periodic field-based reviews of partners' records and progress.

5. Compliance Management

- Ensure understanding of and compliance with all donor award conditions, guidelines, and procedures at the KCDF and grantee levels.
- Regularly review partners' procedures to ensure compliance with sub-award conditions and regulations.
- Coordinate investigations of suspected grantee financial violations

6. Staff Supervision

- Provide leadership for the performance management of Finance Staff.
- Offer mentoring and technical support to finance staff.
- Ensure all finance staff have clear work tasks in line with their job descriptions and conduct annual performance appraisals.

Working relationships

Internal Relationships: All sections, including the board

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External Relationships: Regulatory authorities, Service providers, Tenants, Partners and other vendors.

Knowledge, experience and qualifications required

- Undergraduate degree in finance, business administration, or a related field.
- Certified Public Accountant (CPA, K) or ACCA qualification.
- Minimum of ten (10) years' relevant working experience in a similar position in a comparable organisation
- Minimum of five (5) years of experience reporting to the senior management team and board members.
- At least five (5) years of experience in managing a team.
- At least ten (10) years of experience in coordinating audit activities, managing reporting, budget development and analysis, accounts payable and receivable, general ledger, payroll, and accounting.
- Solid understanding of financial management, fund accounting, and grants management.

Competencies

Technical & Behavioural Competencies

- Experience with Microsoft Dynamics 365 accounting software.
- Ability to prepare accurate and timely financial reports in compliance with accounting standards and regulatory requirements.
- Proficiency in developing and monitoring budgets, forecasts, and financial plans to support organizational goals.
- Knowledge of auditing principles and practices, including internal controls, risk management, and audit procedures.
- Understanding of tax laws and regulations applicable to non-profit organizations, including preparation of tax returns and compliance with filing deadlines.
- Familiarity with grant accounting principles and experience in tracking grant expenditures, preparing financial reports for donors, and ensuring compliance with grant requirements.
- Experience in sub-grantee management.
- Effective communication and interpersonal skills, with the ability to collaborate with diverse teams.
- Flexibility to adapt to changing priorities, regulations, and organizational needs in a dynamic non-profit environment
- Ability to build and maintain effective relationships with internal and external stakeholders, including donors, auditors, and regulatory authorities.

Responsibility for finances and physical assets

- The jobholder provides budgetary input and has accountability for tracking expenses, including work tools assigned.

Decision-making

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- The jobholder has decision-making authority on key areas in the department within existing guidelines and provides recommendations to facilitate final decisions.

Information

- The job requires a high level of confidentiality

Working Conditions

Working Environment: The job is office-based with 30% travel requirement. There are minimal disagreeable conditions

How to Apply:

Applications from qualified candidates should be submitted only by email to the Hiring Manager via jobs@kcdf.or.ke quoting the position applied for as 'Finance Manager' in the Subject Line. Attach a cover letter, CV with three professional referees and indicate your expected monthly salary in Kenya Shillings.

The application closing date is **5 pm EAT on Tuesday, 2nd June 2026**. Only short-listed candidates shall be contacted. KCDF provides equal opportunity. Any form of canvassing will lead to immediate disqualification. KCDF does not charge any application fees.

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