



## Job Advertisement: Head of Finance and Administration

**Location:** Juja, Kenya

**Application Deadline:** 13<sup>th</sup> June 2025

**Position Type:** Three-year contract

**Reports To:** Country Coordinator

**Participatory Ecological Land Use Management (PELUM) Kenya** is a network of civil society organizations promoting agroecological principles and practices for the improved and sustained livelihoods among smallholder farmers and pastoralist communities across Kenya.

We are seeking an experienced and dynamic **Head of Finance and Administration** to lead the financial operations of our secretariat. This senior leadership role is responsible for financial management, financial reporting and analysis, audit management, Human Resources and administrative oversight, procurement sub-granting coordination, and collaboration with the management team.

### Key Responsibilities

#### Financial Leadership & Oversight

- Develop and manage comprehensive financial systems, including budgeting, forecasting, financial planning, and reporting, ensuring compliance with donor requirements, local regulations, and internal policies.
- Oversee the preparation and consolidation of financial statements and reports for the organization and its donor-funded programs.
- Manage annual budgets and financial forecasts, ensuring efficient allocation of resources.
- Ensure transparency and integrity in financial reporting and oversee regular reconciliations and tax filings.
- Prepare and deliver financial presentations, in liaison with and on behalf of the Country Coordinator, to the Country Board, Annual General Meeting (AGM), and external stakeholders including donors and strategic partners.
- Directly supervise the Senior Finance Officer, Finance Officer, Finance Assistant and HR/Administrative Officer
- Lead the Finance and Administrative department
- Maintain robust internal controls and proactively mitigate financial risks.

## **Granting & Financial Management**

- Support financial due diligence processes for existing and prospective funders.
- Collaborate with program teams to ensure financial alignment with grant deliverables.
- Oversee sub-granting processes, ensuring financial integrity, compliance, and accountability with partner organizations.
- Conduct regular financial assessments and audits of sub-grantees, ensuring effective use of resources.
- Provide technical assistance and capacity-building support to sub-grantees on financial management, reporting, and compliance.

## **Management Team Collaboration**

- As a member of the senior management team, contribute to strategic planning, decision-making, and organizational growth.
- Work closely with Head of Programmes to ensure financial processes and reporting requirements are met.
- Assist in identifying and securing new funding opportunities in alignment with organizational priorities.

## **Procurement Roles for Head of Finance:**

- Provide oversight and strategic guidance on procurement planning and execution in line with organizational policies and donor requirements.
- Review and approve procurement plans and documentation, ensuring compliance with financial and procurement regulations.
- Work in liaison with the Procurement Committee and Country Coordinator to ensure transparency, value for money, and accountability in procurement processes.
- Support budget alignment with procurement needs and monitor expenditure against procurement activities.
- Oversee supplier contracting and payment processes to ensure timely and accurate financial transactions.
- Ensure that procurement audits and risk assessments are addressed promptly and effectively

## **HR & Administrative Management**

- Working closely with the HR and Administrative officer, oversee HR functions such as recruitment, onboarding, performance management, training, and staff development, ensuring alignment with PELUM Kenya's values.
- Lead and manage the administrative team to ensure smooth operations, including office management, procurement, and logistics.
- Ensure compliance with labor laws, employee contracts, and statutory requirements.

## Requirements

- **Education:** Bachelor's degree in Finance, Accounting, or a related field. A master's degree will be an added advantage
- **Professional Qualification:** CPA (K) or ACCA is **mandatory**.
- **Experience:** At least 7 years of senior financial management experience, preferably in the NGO, networks or non-profit sector, with a proven ability to manage large budgets and diverse donor-funded projects and sub grants.
- **Expertise:** Extensive experience in HR management, administration, and sub-granting processes.
- In-depth knowledge and working experience in Sage evolution. Experience with other computerized accounting packages will be an added advantage.

## Desired Skills

- Strong problem-solving and decision-making skills.
- Ability to work under pressure and manage multiple priorities.
- Strategic thinking and ability to align financial objectives with organizational goals.
- Experience with financial management software and accounting tools.
- Strong planning and organizational abilities.
- Excellent team management and leadership skills.
- Exceptional reporting and financial analysis skills.
- Clear and effective communication, both written and verbal.
- Ability to work collaboratively in a multicultural, diverse team environment.

## How to Apply

Interested and qualified candidates should submit electronic applications stating current and expected salary and detailed CVs and cover letters (PDF combined document) with a contact mobile phone number, names and contacts of three referees to **recruitment@pelumkenya.net** by 13<sup>th</sup> June 2025. Use the subject line “**Application: Head of Finance and Administration**”.

Applicants should NOT send attach any scanned copies of certificate or testimonials. Only short-listed applicants will be acknowledged.

*PELUM Kenya is an equal opportunity employer.*