PO Box 736, Njombe
daraja@daraja.org
0787 503050

Job Description: Head of Finance and Administration

Updated – October 23, 2009

Reports to: Executive Director
Managing: Accountant, Office Administrator
Location: Njombe

Overall Purpose:

- To ensure sound financial management, operational and budgetary business processes, and human resource and risk management in Daraja.

Key Responsibilities:

- **To be responsible to the Chief Executive for strategic and operational management of Daraja's finances**, making recommendations to the Chief Executive and Treasurer as necessary; to ensure the development and implementation of plans for the management of Daraja's resources.
- **To ensure professional and compliant delivery of all Daraja financial processes**.
- **To deliver timely statutory, financial and management accounts** in line with Daraja's Finance Manual and international best practice.
- **To support preparation of budgets** by staff teams, and for Daraja as a whole.
- **To ensure a productive relationship with Daraja's auditors.**
- **To manage Daraja's finance and administration team,** including managing staff performance, foster good working relationships within the team and oversee the team's budget.
- **To support donor relations**, including contributing financial and budget aspects to proposal development, representing the organisation in meetings with potential and existing donors and ensuring that financial reports for donors are produced on a timely basis and in line with Daraja's Finance Policy Manual and any specific requirements for specific donors.

- **To oversee development and implementation of Daraja's HR policies,** including supervising recruitment, staff contracts, discipline and grievance procedures, payroll (including taxation and pensions), medical benefits and manage staff remuneration arrangements.

- **To ensure that Daraja is a safe and healthy work environment, and legally compliant**.

- **To contribute to wider organisational development and management**, as part of Daraja's management team.

- **To be responsible to the Chief Executive for ensuring compliance with all legal and regulatory requirements** for Daraja Development Limited as a company limited by guarantee.

- **To ensure that Daraja identifies and manages risk effectively**, including by maintaining an up to date risk register, ensuring sustainability and stability of Daraja's resources and ensuring that Daraja holds appropriate insurances.

- To carry out any other tasks as reasonably required by your line manager.

Person Specification:

	Essential	Desirable
Education	• Certified Public Accountant (CPA) • Degree in accountancy, business administration or other related field	•
Experience	• 5-years experience working in finance management at senior level • Experience managing staff and/or working as part of a senior management team • Experience using accounting software packages	• Experience of HR administration and NGO governance • Experience with *Quickbooks* accounting software
Knowledge and Skills	• Excellent knowledge and understanding of financial management • Understanding of NGO finance regulations and systems • Familiar with good human resources management practice	• Good understanding of funding relationship management • Knowledge of strategy development and planning systems
Personal Characteristics	• Excellent attention to detail • Committed to honesty and integrity • Hard working, even in challenging circumstances • Team-player with good inter-personal skills	•