

BIRDLIFE INTERNATIONAL – JOB DESCRIPTION

JOB TITLE:	<i>Finance Officer</i>
DEPARTMENT:	<i>Africa Region</i>
DIVISION	<i>Finance and Administration</i>
UNIT	<i>Finance</i>

1. OVERALL PURPOSE OF JOB

Performs a range of general clerical, accounting and bookkeeping support functions working closely with the Finance Unit Coordinator for BirdLife International

2. WORK RELATIONSHIPS

REPORTING TO (LINE MANAGER):
Finance Unit Coordinator
REPORTING TO JOB HOLDER (LINE MANAGED STAFF):
None
PRINCIPAL OTHER WORKING RELATIONSHIPS/RESPONSIBILITIES WITHIN SECRETARIAT: <i>(Include nature of work relationship)</i>
Nairobi, Kenya: All staff
PRINCIPAL WORKING RELATIONSHIPS/RESPONSIBILITIES WITHIN BIRDLIFE NETWORK : <i>(Include nature of work relationship)</i>
None
PRINCIPAL EXTERNAL RELATIONSHIPS/RESPONSIBILITIES: <i>(Include nature of work relationship)</i>
None

2 (a). KEY WORKING RELATIONSHIPS GRID

Contact	Level (1-3)	Contact	Level (1-3)	Contact	Level (1-3)
BirdLife network / other NGOs	2	General public	1	Policy makers (institutional /politicians/	0

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BirdLife advisory groups, committees, reg.	1	Press & media	1	Funding organisations (institutions, foundations,	1
BirdLife Global Council	0	Regulators / legislators/	1	Individual donors/ members	0
Suppliers/service providers	1	Scientific community	0	VIPs/ royalty/ high worth individuals	0

Level of Contact

1.= General Informing. "Appearance, first impressions". May have some independent outside exposure and contact, primarily informative.

2.= Presenting/Representing/Reporting "Relationship management". Independent exposure representing BirdLife. Maintaining individual contacts. Usually managing information flow.

3.= Justifying/Negotiating - "Influencing decision makers". Independent exposure as lead contact, representing Birdlife to highly influential people. Responsible for complex and sensitive/high risk communications.

Note: There is some additional guidance on this in the role evaluation sheet that should be

3. MAIN DUTIES/WORK PROGRAMME RESPONSIBILITIES

By main work area:
<p>The roles of the Finance officer will be:</p> <ol style="list-style-type: none"> 1. Capturing of all transactions within the BirdLife Financial management systems and ensure effective filing 2. Preparation of financial information, retrieving, photocopying & filing documents during audits 3. Sorting and filing documents in the finance department 4. Assist with employee expense reports, checking for receipts and reconciliation of the same 5. Provide accounting support for the projects 6. Preparation of monthly bank and inter-branch reconciliation 7. Agent to the bank 8. Ensure that BirdLife complies by ensuring that statutory deductions are remitted on time and the returns done on time i.e. PAYE, NSSF, NHIF, withholding tax 9. Support contracting and disbursement of small grants for the CEPF RIT Project 10. Support reviewing of CEPF-RIT grantees financial reports 11. Support preparation of donor financial reports 12. Preparation of payment vouchers and cheques and ensuring payments are made on time 13. Any other duties as assigned by the Finance Manager

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4. LIMITS OF AUTHORITY/RESPONSIBILITY FOR RESOURCES

RESPONSIBILITY AREA	LEVEL OF AUTHORITY
Financial/Budgetary	None
Contracts – Funders	None
Contracts – Staff/Consultants	None
Contracts – Service providers	None
Legal Responsibility	None
Other	<i>n.a</i>

5. EDUCATION/SKILLS AND OTHER SPECIAL REQUIREMENTS

REQUIREMENTS	KNOWLEDGE/SKILLS/ATTRIBUTES
Minimum General Education	Essential: A degree in Accounting / Finance
Job Specific Education/	Essential: CPA 11 qualifications
Job Specific Knowledge	In-depth experience with Excel spreadsheets
Experience	Proven track record
Management & organisational skills	Essential: High motivation, desire to achieve; attention to detail, excellent organisational skills, and ability to work to high standards with tight deadlines. Team worker who can motivate others as well as him/herself
Communications skills	Essential: Excellent written and oral communication skills. Ability to work with people with various levels of competence
Analytical Skills	Essential: Ability to analyse problems
Creativity & Initiative	Essential: Flexibility and ability to work independently
Computer Literacy	Essential: computer literacy in all standard Microsoft office applications in particular MS Excel
Languages	Essential: Oral and written fluency in English
Travel requirements	None
OTHER DESIRED/HELPFUL KNOWLEDGE/SKILLS/ATTRIBUTES	

Prepared by:	Date:
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