



Background:

Global Compact Network Kenya (GCNK) is a leadership sustainability initiative that is working to support companies in Kenya and Uganda to translate their company's commitment to the UN Global Compact's Ten Principles and put the Sustainable Development Goals (SDGs) into action. The Network brings together close to 1000 signatories to the United Nations Global Compact and the Code of Ethics for Business in Kenya, including several leading corporates, small and medium-sized enterprises, and nonprofit organizations to advance corporate sustainability. Participation in the UN Global Compact and membership to the Kenya Network gives companies the opportunity to make a statement about their values and is revolutionizing how companies do business responsibly and keep commitments to society.

Global Compact Network Kenya is hosted at the Kenya Association of Manufacturers (KAM) Head office in Nairobi. The specific terms of reference and person specifications for the position are as follows:

Designation: Global Compact Network Kenya Finance and Administration Officer

Reporting to: Finance and Operations Manager

Contract Type: Two- Years renewable.

Location: Hosted at KAM Head Office in Nairobi.

Job Purpose:

To provide effective financial and administrative support for key Global Compact Network Kenya functions. This will include but is not limited to: Logistics support including travel and venue bookings, processing and recording financial transactions, financial and grants management, report writing, vendor management, procurement support, asset management, audit coordination, calendar management in line with the Network's strategic plan and individual work plan.

The objectives of this position will be met through the following key tasks:

- I. **Logistical coordination and administrative support:**
 - a. Provide administrative support to program staff and other GCNK functions including scheduling appointments, making travel arrangements, and managing calendars.
 - b. Manage the procurement process for project & organizational supplies and services, adhering to organizational procurement policies and procedures.
 - c. Coordinate logistical arrangements for project & organizational activities, including venue booking, travel arrangements, and procurement of necessary supplies.
 - d. In close liaison with the Program Manager, support the coordination of key programs, events, meetings workshops.
- II. **Finance, Grants Management & Audit Coordination:**
 - a. In close collaboration with the Finance & Operations and Program Manager, assist in developing and monitoring project budgets.
 - b. Record financial transactions accurately in the accounting system.
 - c. Reconcile accounts and prepare detailed transaction listings on projects.
 - d. Support the program team in monitoring project timelines and budgets, highlighting any deviations or issues for timely resolution.
 - e. Assist in generating projects financial reports and other program-related reports as needed.
 - f. In close collaboration with the Finance & Operations Manager, provide coordination support for annual organizational and project audits.
- III. **Financial Data entry, Report writing and Filing:**
 - a. Perform data entry tasks accurately and efficiently, ensuring the completeness and integrity of data in the Online bookkeeping system, TAX portal-e-Tims and Vendor Database management.
 - b. Support projects team with preparation of agendas, minute taking and circulation of relevant reports for administrative meetings.
 - c. Manage project databases ensuring timely recording and accuracy of data.
 - d. Keep an updated record of programmatic documents including events registration lists, invoices and procurement records ensuring proper filing for easy retrieval and use for reporting purposes.
 - e. In consultation with the Program Manager, ensure accurate recording and maintenance or project time sheets.
 - f. Lead in the maintaining of an asset management system that will ensure effective tracking of GCNK assets.
 - g. Keep and regularly update all work-related information on key databases such as Share point, Teams ensuring proper filing in designated folders and maintaining hard copies and reports in an organized manner.

IV. **Procurement & vendor management**

- a. Prepare and review procurement plans and documents.
- b. Monitor and record procurement process and implementation.
- c. Monitor and Record suppliers' schedule, i.e. delivery, pending items and oversee office stock management.
- d. In close collaboration with the Finance & Operations Manager, support in the development of tender documents such as Term of References (TOR), screening of suppliers, undertaking bids analysis and contract management.
- e. In collaboration with the membership department, lead in setting up of GCNK in companies vendor systems to facilitate payment of subscriptions.
- f. Ensure the smooth administration and operational running of the office day-to-day
- g. Manage relationships with all-Global Compact Network Kenya suppliers, including contract management and supervision of service providers to deliver to the standards required.

V. **Executive Office Administrative Support**

- a. Working closely with the Executive Director, undertake board meeting scheduling ensuring Board packs and other relevant materials are availed on time, refreshments are ordered and availed on time.
- b. Provide logistical support for the organization of Board retreats, workshops, Staff events amongst others.
- c. Support in scheduling of staff interviews, preparing interview packs, booking meeting rooms etc.
- d. Review and propose improvement to administrative processes.

VI. **Budgetary Control and Compliance**

- a. Monitor budget implementation and expenditures, update the internal program and office expenditure sheet(s), assist in providing monthly reports on the same and communicate outcomes for decision making.
- b. Assist in development of institutional and Funder proposal budgets & facilitate external audit when called upon.
- c. Maintain and have a good understanding of all funder contracts and reporting deadlines and provide directions on this to the Program implementation team when required.
- d. Ensure that accounting, budget and audit controls and systems comply with the legal rules and regulations.
- e. Ensure efficient payments and disbursements on all GCNK online banking platform according to approved policy and procedures.
- f. Perform Monthly Funders, bank, Customers, vendor, Investments reconciliations and forward them to Finance & Operations Manager for further analytical review; Monitor all bank deposits and payments to ensure that balances match with transaction reports.

Any other tasks may be delegated by the Finance and Operations Manager and Executive Director.

UN Global Compact Values: Integrity; Respect for Diversity; Professionalism.

Qualifications:

- I. Bachelor's degree in in any of the following Business Administration, Accounts, Finance, Commerce or related field from recognized University, and Relevant professional qualification (CPA(K), ACCA)
- II. Minimum 4 years' experience in cost control, cash management, Taxation, reporting, budgets, and controls, preferably in a busy finance and accounts environment in NGO or private sector
- III. Strong written and oral communication, presentation and interpersonal skills and ability to work with diverse teams across geographies.
- IV. Proficiency in Microsoft Office applications (Word, Excel, PowerPoint, and Outlook) and other relevant accounting software application.
- V. Strong organizational and time-management skills, with the ability to prioritize tasks effectively.
- VI. Ability to work independently with minimal supervision and as part of a team.
- VII. Attention to detail and a high level of accuracy in all tasks.
- VIII. Knowledge of procurement processes and financial management principles is an advantage.
- IX. Ability to maintain confidentiality and handle sensitive information appropriately.

Competencies:

- I. A person of high integrity that will model Global Compact Network Kenya's core values.
- II. A strong commitment to the aims, objectives, and values of Global Compact Network Kenya.
- III. Highly motivated, proactive individual able to work under minimal supervision.
- IV. Strong analytical, statistical, and Problem-solving skills.
- V. Ability to prioritize, act on initiative and meet deadlines.
- VI. Reliability and attention to detail.
- VII. Professionalism, strong work ethic, and personal initiative (a self-starter").
- VIII. Critical and analytical thinking.
- IX. Ability to balance priorities and co-ordinate work effectively to meet deadlines and deal with high workloads.

How to Apply:

Qualifying and interested candidates should complete the online application form on Global Compact Network Kenya or KAM websites and submit their **Cover letter and CV only** to info@globalcompactkenya.org copying hr@kam.co.ke indicating the word **"Global Compact Kenya Finance and Administration Officer** on the subject line of the email to reach us **no later than Friday, 22 March, 2024 Close of Business.**

Click on Link to apply [Here](#)