



THE KENYA CONFERENCE OF CATHOLIC BISHOPS GENERAL SECRETARIAT

The Kenya Conference of Catholic Bishops (KCCB) - General Secretariat is the national administrative, facilitative and coordinative arm through which KCCB undertakes all responsibilities which express the KCCB mission in Kenya. KCCB is the prime recipient of the grant entitled Kenya AIDS Response Program (KARP) awarded by US Centers' for Disease Control and Prevention (CDC) under the U.S. President's Emergency Plan for AIDS Relief (PEPFAR). KCCB-KARP is seeking candidates for the following position to be based in **Homa Bay**.

KCCB-KARP/0701/2021 REGIONAL GRANTS MANAGER

JOB PURPOSE

The role entails supporting the site program accountants in all aspects of financial management and compliance and ensuring that the financial management aspects of the Kenya AIDS Response Program are met within the objectives of the grant.

MAJOR ACTIVITIES/EXPECTED RESULTS

- Supporting the Senior Clinical and Program Officers in the region in all aspects of financial management including budget preparation, monitoring and reporting.
- Review sites staff recruitment requests and ensuring the approval is granted from program senior management team prior to commencing the interview process.
- Ensuring that all donor financial requirements are met and that donor reports are timely and accurate and ensure compliance to policies and procedures in all areas.
- Contributing to capacity building of finance staff in the region in financial management and interpretation of financial information for management decision-making.
- Assist in the preparation of Zonal monthly financial reporting on a timely and accurate manner and ensure compliance to policies and procedures in all areas.
- Provide Management monthly report on a timely basis with records of unsupported costs.
- Co-ordinate and review sites disbursements requests for accuracy and reasonableness.

- Liaise with external auditors during site visits while conducting annual audits.
- The person will travel to respective implementing sites in the regions in order to review monthly reports and receipts, assist with reconciliations & coding, review internal controls, provide training to the site Accountants, and help in process improvement and work with the accountants to resolve issues in a timely manner
- Review accounting records & provide adequate accounting information to the Senior Management teams in timely manner in accordance with grant procedures & policies
- Ensure all accounting data in the pastel system are updated, reconciled and fully supported.
- Assist in initiating the accounting program in new implementing sites and/or provide training to newly hired staff
- Review the fixed assets register and ensure it is updated on regular basis
- Support the annual budgeting, forecasting and year planning and ensure that they are consistent with the grant guidelines and procedures
- Monitor site grants budgets in the zone in liaison with the Project Accountant and Project coordinators in the respective sites to ensure all activities undertaken are as per the workplan and the budget.
- Conduct site liquidations on monthly basis and Report any questioned costs and identify fraud or disallowed costs and inform supervisor immediately.
- Carry out work duties in a way that does not harm children, vulnerable adults, or other staff/volunteers, nor exposes them to further risk of abuse or exploitation. Report any safeguarding concerns according to KCCB procedures.
- Any other duties as may be assigned by the supervisor.

QUALIFICATIONS & EXPERIENCE

- A Bachelor's Degree in Accounting, Business Administration, Economics.
- Professional Qualification in CPA, ACCA, CMA.
- 3-5 years financial accounting experience preferably in an USG environment
- Excellent IT skills with experience of operating computer-based financial management systems
- Competent to advanced level in Microsoft Excel
- Working knowledge of donor compliance rules and regulations for the major donors

- Experience of working with and reporting to international donors, in particular, experience of managing multiple budgets at the same time

COMPETENCIES

- Has good interpersonal and communication skills
- Willingness to learn and has a positive attitude to the job
- Strong analytical thinking, problem solving and good interpersonal skills;
- Critical thinking: In reviewing trends, information, and outcomes, s/he will need to be able to deduce reasons for these results and consider alternative possibilities;
- Understanding of social trends: S/he will need to have a working knowledge of social trends for the community and patients served by KARP program.
- Proven ability to consolidate information from multiple sources and to produce reports and publications targeted at specific audiences;
- Excellent written and oral communication skills.
- High degree of judgment, maturity, ingenuity and originality to interpret strategy, to analyze, develop and present evaluation findings;
- Computer literacy in Word, Excel, PowerPoint and pastel
- Innovative, intelligent and detail oriented.
- Be honest, respectful and trustworthy with high level of professionalism
- Good knowledge of Social Teachings of the Church and Ethical Principles

For more details about the above position, kindly visit KCCB Website: www.kccb.or.ke
APPLICATIONS SHOULD BE ADDRESSED TO:-

**GENERAL SECRETARY
KENYA CONFERENCE OF CATHOLIC BISHOPS-GENERAL SECRETARIAT
P.O BOX 13475-00800
NAIROBI.**

Please apply online through the following portal:

<http://portal.karp.or.ke/vacancy/openings>

To reach him on or before 14th July 2021

Candidates to only submit application letters and CV's. Academic certificates and testimonials will be needed if candidates are shortlisted.

ONLY SHORTLISTED CANDIDATES WILL BE CONTACTED