



Finance Officer

Location: Nyamira County

We believe in a world in which every human life is valued, and health and human dignity are shared by all.

We believe that access to quality healthcare is a basic human right. For more than 100 years, we have worked with global partners to deliver locally sustainable, quality healthcare solutions to women, children and their communities. We're ready to make it 100 more.

We believe change starts with her.

We work tirelessly for women's and children's health because they are disproportionately affected by illness and poverty. We know that healthy, educated, and empowered women are better able to raise healthy, educated, and confident children, and that communities depend on their livelihoods. We're making an impact – [learn more](#).

Building around a new CHAMPS (CHildren And Mother PartnershipS) model, CMMB will work at both the community and clinical levels in these targeted communities to strengthen health services and address the leading causes of maternal and child death. In addition, CMMB will expand its volunteer program to strengthen health care delivery in CHAMPS-supported facilities, and will engage with the pharmaceutical industry to help meet the needs of CHAMPS communities and facilities.

CMMB is committed to learning and evolving in order to successfully achieve impact in its strategy, and will have strong vertical and horizontal team structures in alignment to the global strategy in order to encourage accountability, communication, and effective project management.

We believe in people.

We strive to live out our core values of **collaboration**, **love**, **excellence** and **respect** every day. We provide our employees with a competitive salary and a meaningful benefits package, with opportunities to learn and grow. We especially encourage all persons of diverse backgrounds to apply. *Read more from our President & CEO below.*

Department Summary

CMMB's Finance Department plays a critical role in ensuring that CMMB efficiently and effectively utilizes its resources in achieving its program goals through least cost and value for money. The Finance department strives to ensure that all expenditures are in compliance with both CMMB policies, donor requirements and National laws. Through a team of dedicated staff, the team upholds utmost integrity, honesty and love in the execution of their roles to achieve CMMB's vision, mission and core values.

CMMB has been working in Kenya for almost 15 years. CMMB works to ensure that the most vulnerable populations, especially mothers and children, have access to quality services in health care, health promotion and illness prevention.



Overview

Reporting to the Senior Manager Finance & Administration, the Finance Officer will support the mission, goals and operations of the Catholic Medical Mission Board (CMMB) in Kenya through the provision of accurate, complete and timely professional financial services.

Responsibilities

- Provide guidance on and implement CMMB's financial policies and procedures and donor compliance requirements
- Ensure that all accounting transactions are processed accurately, completely and in a timely manner in line with the Chart of Accounts through the Abila software (MIP) accounting system
- Support the monthly preparation of the financial accounts and their timely submission to donors and CMMB Headquarters; and ensure the integrity of the intra—company account
- Assist in the financial management and compliance activities of assigned grants/projects and office operational activities:
- Assist in the management of the accounts payable and receivable functions
- Assist in the preparation of bank reconciliations
- Assist in the review/preparation of payrolls to include accuracy of salary payments and related statutory/payroll deductions, and their timely remittance to staff and vendors (ie PAYE, HELB, NITA, NHIF, NSSF, SACCO, various insurance companies)
- Support partner and annual audit preparations
- Ensure all financial assets are adequately safeguarded and all financial documents are securely filed
- Ensure availability of accurate, complete and timely financial information for decision making purposes by senior management
- Assist in other program implementation activities and miscellaneous finance duties as required and assigned by the Senior Manager Finance & Administration

Qualifications

- You have a Bachelor's degree in Commerce (BCOM) or Business Administration majoring in accounting or Finance
- You have a minimum of at least three (3) years of accounting experience in a similar capacity working with an international NGO on donor funded project projects
- You have Professional Accountancy Qualifications (CPAK/ACCA)
- You possess a high degree of integrity, and a strong commitment to CMMB's mission
- You demonstrate strong inter-personal skills and the ability to transfer knowledge and visit project sites
- You have hands on application of Microsoft Office, (Word, Excel and PowerPoint); working knowledge of Abila (Sage) accounting software preferred
- You have demonstrable Knowledge of MPESA Bulk Payment System
- Excellent verbal and written communications skills to include conflict resolution, priority management, and managing expectations of multiple clients
- Familiarity with Global Fund financial management and reporting will be an added advantage
- You are comfortable working for a faith-based organization.



- You believe in CMMB, where we're going, and what we can do together to achieve **Healthier Lives Worldwide**.

How to apply

Visit our [careers page](#) for more information and [click here to apply](#)

Candidates under consideration will be shortlisted for interviews to be conducted in CMMB's Kisumu Office.

All applications must be received by 20th May 2018

A message from Bruce Wilkinson, our President and CEO

As president of CMMB, I would like to thank you for your interest in joining with us on our journey to bring healthier lives to women, children and their families worldwide. CMMB has embarked on our second century of service to the most marginalized. Our vision of a world in which every human life is valued, and health and human dignity are shared by all is at the core of who we are. We are always looking to join hands with experienced professionals who want to add their energy to our work, and are so pleased you are considering CMMB as your potential employer.

The Monitoring and Evaluation Assistant is critical to our mission and vision. I welcome your interest in joining CMMB's diverse, talented, professional and motivated team and lead our Kenya team achieve our mission.

Cheers,
Bruce