



## Finance Officer

Location: Nairobi

**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 16 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 Finance Manager, 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, 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 New York; and ensure the integrity of the intra—company account.
- Assist in the financial management and compliance procedures in the assigned grants/projects and office operational activities to include:
  - Formulation and Monitoring of project budgets and expenses
  - examination and verification of payment schedules, purchase, orders, work orders, consultant agreements, expense reports and travel advances for accuracy and evidence of authorized approval authorities.
  - preparation of vouchers, cheques, mpesa and EFT payments and processing of allocations (i.e., salaries) based on proper supporting documentation, authorized approval authorities and budget availability.
  - Invoicing/tracking of accounts receivable and cash receipts.
  - Monitoring of project cash flows, and preparation requests for cash advances for assigned projects.
  - Issuance and Liquidation of employee receivables in line with manual records/expense forms from staff as per CMMB advances policy.
  - Verification and reconciliation of petty cash accounts.
  - Liquidation of employee receivables in line with manual records/expense forms from staff and actioning on overdue advances
  - Preparation of donor and compliance – related reports
  - Conducting site visits and training of both finance and project staff
  - Timely project liquidations and quarterly/ end of year project financial closeouts
  - Adherence to CMMB indirect cost recovery policy and the transparent and timely calculation and allocation of shared direct costs
  - Support the control and inventory of office and grant assets.
- Assist in the management of the accounts payable and receivable functions.
- Assist in the preparation of bank reconciliations.
- Assist in the preparation/review of payrolls to include accuracy of salary payments and related statutory/payroll deductions, and their timely remittance to staff and vendors (i.e., PAYE, NHIF, NSSF, SACCO, various insurance companies)
- Support in the annual audit preparations for CMMB and partners by availing all documents required.
- 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.
- File all accounting vouchers and documents properly.
- 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 five (5) years of accounting experience in a similar capacity working with an international NGO or donor funded 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.
- You are comfortable working for a faith-based organization.
- You believe in CMMB, where we are 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.

All applications must be received by **21<sup>st</sup> July 2021**.

**Note: Only Shortlisted candidates will be contacted**