ROLE PURPOSE: Finance Officer

Our Vision
We see a world in which no person is needlessly blind or vision impaired.

Our Purpose
We are determined to deliver Fred Hollows' vision of preventing blindness and restoring sight.

Our vision is to work around the world so that no one is left behind, and in Australia we work tirelessly to ensure that Aboriginal and Torres Strait Islander people can always exercise their right to sight and good health.

Our priority is to work with communities to improve their own eye health. We do this through life-changing surgeries and treatments, training doctors and health workers, generating new ideas, and pushing for change at all levels - from local to global.

How we value your contribution:

Remuneration package
We aim to provide an overall remuneration package that is attractive and fair. Our global remuneration framework ensures we align to local pay, employment conditions and laws, and we benchmark against the local market to ensure we offer competitive employment conditions that are appropriate to our sector.

13th month payment
As a permanent employee, you will receive a payment equivalent to one month's salary each year (pro-rata for those working part of the year).

Leave
You will have access to annual leave each year (pro-rated for part-time employees) in line with local regulations. You will also have access to other leave such as personal (sick or carers') leave, maternity leave, paternity leave and compassionate leave.

Performance & development
Our performance and development framework enables you to work closely with your manager to plan, manage, and review your performance throughout the year. This approach also enables you to discuss development opportunities and areas for growth.

Learning & development
Our approach to learning and development will enable you to have the information, skills and knowledge needed to do your job. We build the capacity of our people and support you with on-the-job experience, coaching and formal learning.

Leadership
Leadership is a key priority for us. We have customized leadership programs for leaders at all levels that are focused on supporting our people to be inspired, empowered and to make an impact in their work so that together we can achieve our vision.

Study support
We are proud that so many of our people are tertiary educated and we are committed to supporting tertiary education that is relevant to your work through our global study assistance program. Relevant applications for study support are considered annually, providing financial assistance and study days.

Recognition
Our recognition program has been designed to recognize and acknowledge our people who live our values of Integrity, Collaboration, Empowerment and Action, in everyday activities. We recognize our people in three ways: Peer-to-peer, manager recognition, as well as length of service.

Flexible work arrangement
You will have access to flexible work arrangements. We encourage a spirit of mutual flexibility, enabling discussions between you and your manager about maintaining work-life balance.

Equal Opportunity, Anti-Discrimination and Reasonable Accommodation for Persons with a Disability
We provide equal opportunity in employment to people without discrimination based on personal characteristics, which includes: age, breastfeeding, disability, employment activity, gender identity, marital status, physical features, pregnancy, race etc. Reasonable accommodation can be made to allow persons with disabilities to work safely and productively.

Health & safety
We are committed to supporting your health, safety and wellbeing. If required, you and your family will have access to free external, professional and confidential counselling assistance if you need help with personal, family or employment related matters.

To work in the Foundation you will:
- Be eligible to work in Kenya and other regions where you will be based
- Undergo background check including criminal records and qualifications check
- Undergo working with children check for positions which are identified as working with children.

At The Fred Hollows Foundation we offer a career where your talent and energy will help many see tomorrow.
Role Title: Finance Officer
Division: Programs
Location: Nairobi, Kenya
Date: January 2022
Employment type: Full time – Fixed term
Reports to: Finance & Operations Manager
Number of direct reports: None
Leadership Band: Leads self

Purpose of the role:
Reporting to the Finance & Operations Manager, the Finance Officer is accountable for the preparation and processing of payments and transactions in line with the Fred Hollows Foundation policies, procedures and prescribed accounting practices to ensure that accurate financial information is available to support decisions within the Kenya Country Office.

Key Responsibilities:
- Take lead on FHF Kenya and CBM Budget preparation and application Process plus the work-planning process.
- Help maintain internal accounting system and records and ensure reliability and integrity of financial management information systems, documentation, and reports.
- Monitor project financial implementation and ensure that it is done in accordance with FHFK procedures and approved budget by conducting regular project visits in liaison Program Team. Use findings to support development to improve on internal controls and partner capacity building initiatives.
- Review Donor Audit Reports (AR) and Management Letters (ML) and ensure compliance with FHF procedures and requirements.
- Ensure timely submission of AR and ML to donor.
- Reviews the auditor’s findings and opinions of the current year and make follow-up to ensure project management has responded and subsequent corrective actions are taken.
- Support in the monthly balance sheet reconciliation and aging pack analysis.
- Ensures all donor related income and expenditures are reported on donor financial Statement, clearly explained, and reconciled with incomes and expenditures reported on Audited Reports
- Reviews and ensures that the closing balance reported on Financial Statement is in conformance with the closing bank balance reported on the audit report
- Any other duty as may be assigned by your supervisor.

Our Capabilities:

As a member of The Foundation Family you will:
1. Live by the values of The Foundation and support The Foundation’s culture, performance and brand.
2. Adhere to all The Foundation’s policies and procedures.
3. Strengthen the health, safety and well-being of all/look out for the well-being.
4. Lead, collaborate and contribute in all interactions.

Essential Experience:
- Minimum three years’ work experience in same capacity within development sector
- Strong and proficient skills in budget development, budget monitoring and donor financial report writing
- Demonstrated experience and skills in partner capacity building (finance)

Skills:
- Strong communication skills including fluency in written and spoken English and the ability to write effectively for varied purposes and audiences;
- Microsoft office including advance skills in Excel and Word;

Desirable Experience:
- Experience working with International NGO.
- Experience using SUN system, ERP
- Ability to work well with others under deadline situations and juggle several priority tasks;
- Outstanding organizational and time management skills including the ability to prioritize and multi-task work;
- High sense of integrity, ethics and confidentiality;
- An excellent team player and result-oriented personality;
- Ability to support the development of skills and capacity including training initiatives;
- Ability to work independently, take initiative, set priorities and support programs;
- Strong interpersonal, facilitation and presentation skills.

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<tr>
<th>Qualifications:</th>
<th>The position involves:</th>
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<tbody>
<tr>
<td>Degree in Finance, Accounting,</td>
<td>This position does involve “Working with Children” either</td>
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<tr>
<td>Business Administration and Management</td>
<td>direct or indirect.</td>
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<tr>
<td>Professional management qualification,</td>
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<tr>
<td>in addition to finance qualification</td>
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<td>e.g. ACCA, CPA</td>
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<tr>
<th>Travel:</th>
<th>Additional Responsibility:</th>
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<tr>
<td>Domestic</td>
<td>Ensure that the work for which you are responsible is</td>
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<tr>
<td></td>
<td>carried out in ways, which safeguard the health and safety of</td>
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<td></td>
<td>workers.</td>
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