

JOB DESCRIPTION

Finance and Administration Manager

JOB TITLE:	Finance and Admin Manager
FT/PT:	Full Time (40 hours per week)
LOCATION:	Nairobi Office
REPORTS TO:	Chief Executive Officer
SUPERVISES:	Finance Officer, Accountant and Admin Assistants

About the PAL Network

The People's Action for Learning (PAL) Network is a south-south partnership of organizations working across three continents. Our Vision is to have a world where all children have a foundation for lifelong learning. Member organizations conduct citizen-led assessments and/or citizen-led actions aimed at improving learning outcomes. We generate robust evidence on learning outcomes through oral one-on-one assessments conducted in households. We work with governments and non-state actors in the education space to implement evidence-based programs for improved learning. We generate new insights to understand learning contexts and issues using data from our assessments, action programs, and other research. We use evidence to track and report on global progress as we advocate for equitable, inclusive, and quality education.

The Finance and Admin Manager will be:

1. Responsible for the overall financial and administrative functions of the PAL Network.
2. Ensure that appropriate administrative and financial policies and procedures are developed and regularly updated.
3. Establish and implement internal controls, policies, and systems to support efficient and effective daily operations.
4. Align organizational activities with approved strategic initiatives.
5. Ensure compliance with legal requirements, highest ethical standards, and internationally recognized financial reporting practices (IFRS).
6. Identify and evaluate financial risks and implement strategies to mitigate or manage those risks.

Requirements

- Bachelor's degree in accounting, Finance or Business Administration, a master's degree is an added advantage.
- Certified member of the ICPAK.
- At least 6 years' experience in accounting and finance with at least 4 years in a managerial position.
- Knowledge of Finance, Accounting, Budgeting, IFRS, and Generally Accepted Accounting Principles and proficiency in explaining intricate financial concepts clearly.
- Experience with Donor management and reporting.

Interested applicants are requested to send their applications to jobs@palnetwork.org and copy sobanda@palnetwork.org with the subject line Finance Manager in PAL Network.

The application deadline is **11:59 p.m. EAT on November 15, 2024**. Applications will be reviewed on a rolling basis. Please refer to the [detailed job description](#).