

Practical ACTION

Job profile

HEAD OF FINANCE & SYSTEMS



Practical Action

ABOUT US

We are an international development organisation putting ingenious ideas to work so people in poverty can change their world.

We help people find solutions to some of the world's toughest problems. Challenges made worse by catastrophic climate change and persistent gender inequality. We work with communities to develop ingenious, lasting and locally owned solutions for agriculture, water and waste management, climate resilience and clean energy. And we share what works with others, so answers that start small can grow big.

We are committed to advancing gender equality and women's empowerment through all our work. This includes programmes, knowledge sharing, advocacy, external communications, and our own organisational development. At a minimum, we ensure that all our work is gender sensitive, seeking gender transformative approaches as our overall ambition and in accordance with context.

We're a global change-making group. The group consists of a UK registered charity with community projects in Africa, Asia and Latin America, an independent development publishing company and a technical consulting service. We combine these specialisms to multiply our impact and help shape a world that works better for everyone.

OUR AIMS

We help people find solutions to some of the world's toughest problems, made worse by catastrophic climate change and persistent gender inequality. Our aims are to:

- Make agriculture work better for smallholder farmers, many of them women, so they can adapt to climate change and achieve a good standard of living
- Help more people harness the transformational effects of clean affordable energy and reduce avoidable deaths caused by smoke from indoor stoves and fires.
- Make cities in poorer countries cleaner, healthier places to live and work.
- Build disaster resilience into the lives of people threatened by hazards – reducing the risk of hazards and minimizing their impact on lives and livelihoods.

PRACTICAL ACTION IN KENYA

In Kenya, Practical Action has a long history of addressing systemic barriers that prevent people from accessing energy that transforms their lives, helping communities and government make cities healthier and safer, making agriculture and markets work better for small holder farmers and supporting communities and government to become more resilient.

We use a mix of programming with communities and consultancy services with shapers of policy and practice to achieve our aims in Kenya, with offices in Nairobi, Lodwar and Kisumu.

Practical Action

ABOUT THE ROLE

The Head of Finance and Systems plays a leadership role within the Country office and is accountable for providing strategic operational management in overall organisation development and in areas of finance in the organisation.

The Head of Finance & Systems will lead a team of finance to:

- Oversee all financial management and ensure strong controls.
- Oversee risk management at multiple levels ensuring that data analysis informs decision making.
- Ensure organizational and donor policies and procedures are applied appropriately.
- Ensure functional support to project and consultancy delivery especially in budget management and compliance.
- Work with the management team to ensure operational efficiency across all units of the organization.
- Collaborate closely with colleagues to achieve the above.

The Head of Finance & Systems will provide leadership and management across all five core areas of the strategy:

- achieve change and impact
- strengthen organizational profile
- lead and manage people
- support generation of funds and manage relationships
- deliver performance

Accountabilities are indicated below.

SCOPE

Title	Head of Finance & Systems
Reporting to	Country Director (Matrix managed by Head of International Finance Team)
Direct reports	Finance Coordinator Finance Officer- Nairobi Finance Officer- Kisumu Finance Assistant
Member	Senior Management Team Global Finance Team Africa Region Remuneration Committee (led by HR Unit)
Relationships	Internal: Programme Delivery, Business Development, Technical and Consulting Unit, People and Culture and other teams in the region. Finance and Services team and International Programmes in the UK.
Financial scope	Direct management of allocated annual budget for Finance Team
Location	Nairobi, Kenya.
Grade	8
Travel	Limited

ACCOUNTABILITIES

Leadership, Management and People

As a member of the Senior Management Team (SMT):

- Play a key role in country leadership, ensuring alignment of all our work to the strategy and using data to drive decision-making.
- Promote an organizational culture of learning and achieving change at scale, beyond our work through collaboration, communication, and shared ownership of our change ambitions.
- Provide strategic input to shape our strategic direction in the country and ensure effective flows of information between management and staff building buy-in and ownership of our strategy.
- Foster an environment that embraces and enables change, even if the change is radical, and help others to accept new ideas.
- Ensure all our policies and procedures are understood and applied at all times.
- Develop and maintain effective working relationships with other SMT members to understand their financial support requirements.

As Head of Finance:

- Lead, manage, mentor and coach a high performing Finance team in Kenya encouraging joined up ways of working with consulting and programme delivery teams and business development.
- Build team capacities in finance management, policies and programmes, accounting systems/structure and procedures and ensure all are aware of changes.
- Support and actively enable Finance team and project staff learning and development using approaches such as coaching, mentoring, peer learning and reflection activities. Proactively

support the professional growth of team members by offering quality feedback and opportunities to progress and grow.

- Conduct timely quarterly People Management conversations with direct and matrix reports, set objectives in line with the strategy and provide feedback and support to achieve the set objectives.

Achieving Change Ambitions and Delivery of Impact

- Contribute to the budgeting and forecasting process by providing the SMT with effective financial analysis and realistic propositions.
- Contribute to routine reporting against the Strategic Business Plan (SBP) – lead the preparation of financial sections.
- Build the finance team’s understanding of our change ambitions and how they drive our work.

Generating Funding and Managing Relationships

- Ensure that the Business Development team is supported in developing proposals ensuring that we maximize cost recovery and that proposals are taking into account all costs.
- Build a strong understanding of cost recovery across all teams. Ensure we maintain accurate trackers of costs and coverage so that they can be built into proposals.
- Manage operational relationships with internal and external auditors and partners, where necessary.

Delivering Performance

Finance management and accounting

- Consolidate financial information and provide the SMT with timely, accurate and relevant, monthly accounts for decision making.
- Analyze risks and opportunities associated with finance management, develop mitigation strategies, and ensure these are agreed with the SMT and UK finance team.
- Ensure accurate accounting records meet internal, donor and statutory requirements.
- Review and monitor management accounts and adjust where necessary and ensure flow of information, requirements, and effective financial management with the concerned teams
- Keep on improving multi-year forecasting and budgeting systems as an aid to developing and analyzing longer-term strategies, working in close collaboration with the International Finance Team.
- As a member of the Remuneration committee, ensure our salary proposals are affordable and consistent with market.

Treasury and Tax

- Monitor overall liquidity in the balance sheet, set appropriate petty cash levels and manage bank accounts and operated by the Country Office to ensure prudent operations.
- Actively manage foreign currency balances, exchange rate exposure, debtors, partner balances and supplier terms to optimize working capital requirements.
- Forecast multi-currency cash flow based on base, award, and reporting currencies.
- Keep up to date knowledge of taxation laws and future changes in the taxation environment and their implication for Practical Action.

- Advise internal stakeholders on taxation and most appropriate taxation structure, including those related to Consulting.
- Ensure that all statutory and non-statutory deductions are made correctly, promptly and are remitted to the respective authority as required by law.

Controls, Risk and Fraud Management

- Develop, implement, and maintain financial management procedures and control measures to ensure compliance with Practical Action's group overall policies, generally accepted accounting standards, external donor requirements and national laws and regulations, identifying corrective measures as required.
- Create a well-defined financial and budgetary delegation of responsibilities in consultation with the Country Director and ensure this is reviewed and approved by the Directors of Finance and International Programmes.
- Ensure segregation of duties to prevent fraud and mismanagement.
- Build organizational understanding and awareness of fraud and ensure this is regularly monitored.
- Review and monitor organizational risk and audit actions and course adjust where necessary.
- Ensure compliance with relevant financial regulations and laws, especially tax laws.
- Ensure a strong financial internal control environment that safeguards organizational assets and inventories.
- Develop and implement procedures for assessing the value for money that Practical Action obtains in all its activities.

Statutory financial Reporting and Audit

- Lead the preparation and submission of a full set of financial statements and responses to management letter issues, providing interpretation of specific notes and articulating variances to previous years.
- Facilitate and co-ordinate both internal and external audits and lead the development and implementation of action plans based on audit recommendations, monitoring progress on achievements.

Donor reporting

- Ensure the timely completion and submission of donor financial reports which are coordinated with the narrative.
- Ensure donor balances are accurate and reconciled each month, that the donor financial audits are completed on time are reviewed sufficiently before submission.

Project & Award Management

- Maintain oversight of the funding position and grant management.
- Review of all restricted funding applications to ensure the budget reflects realistic operational plans and support costs are being sufficiently recovered.
- Review funding applications/proposals for safeguarding and gender costs in budgets during development and ensure they are incorporated.
- Monitor financial progress of projects/awards in collaboration with the Programme Delivery team and PAC, raising issues at SMT and informing International Finance and Programme teams if

issues are unresolved. Ensure monthly budget holder reports are prepared, shared, reviewed, and addressed as necessary, in particular for high-risk awards.

- Build capacity of budget holders in forecasting and planning to improve performance.
- Ensure financial compliance with donor award requirements, including reporting.
- Support Programme Delivery team on management of all sub-awards providing regular finance monitoring of sub-awardees, being involved in pre-award assessments, and supporting compliance.
- With UK and global teams, contribute to the development of the overall PAM tools and processes.
- Support compliance on administration and procurement in accordance with organizational policies and donor rules.
- Generate, manage, analyze and use data/KPIs for decision-making, with international finance.

Strengthening Profile

- Build credibility and a solid organizational profile on the ground and work effectively with communities, local authorities, central government, partners, and other stakeholders.
- Represent Practical Action on operational matters and actively contribute to the development of our brand essence and positioning.

CORE COMPETENCIES

Drive for results:

Demonstrate level of responsibility and accountability in meeting commitments and objectives. Illustrate by evidence of seeking better ways of doing things, looking to improve on status quo and willingness to deal with difficult situations that effect output of their role.

Influencing:

Competence evidenced by the ability to use a range of approaches and select the appropriate style for a situation. Is able to demonstrate good listening skills, presents own view in a convincing manner, whilst acknowledging different perspectives, feelings, and concerns. Works for a win-win outcome in resolving differences and is usually able to win others over to own way of thinking. Is well networked with excellent external focus.

Decision-making:

Competence is demonstrated by the timeliness and sound reasoning of decisions. There is a balance of consultation with action. Will communicate, will follow thorough and will be accountable for outcome. Will have the interests of Practical Action at the core of the decision. Will support decisions once argued through and made.

Sensitivity on Gender Equality and Social Inclusion:

Should have respectful beliefs regardless of their gender, age, sex, race, ethnic background, culture, different ability, nationality, religion, and marital status. Is sensitive and adaptable to gender and social inclusion and adopts inclusive practices. Responds and behaves appropriately in different situations.

PERSON PROFILE

To be successful in the role, the ideal candidate will be able to demonstrate:

Experience & Knowledge

- ACCA/CIMA/ ACA or equivalent professional qualification.
- At least ten years relevant work experience in finance or business administration, preferably in the international development sector, with at least half of that at the senior management level.
- Proven leadership skills and the ability to support organizational change.
- Ability to effectively represent the country office, the organisation, and Practical Action's work.
- Commitment to development principles and Practical Action's vision, mission, and ambition.

Essential

Technical

- Proven ability in budgeting, planning and control of medium or large size organisation.
- Ability to forecast financial challenges and provide strategic inputs.
- Experience in office operations, organisational development, and institutional practices.
- Knowledge on information technology and resource management.
- Proven experience of contributing to development and designing of inclusive proposals.
- In-depth knowledge and experience in financial reporting requirements.
- Strong understanding of donor rules and requirements.
- Ability to identify, assess, monitor, and manage risks including developing mitigation strategies.
- Excellent report writing, strong analytical, networking and communication skills (verbal and written).

Working with others

- Experience in coordination with government, donors, partners, and multilateral agencies coupled with excellent networking and communications skills.
- Proven ability to coordinate and collaborate with colleagues, building cohesion and buy-in.

Management

- Proven ability to manage a high performing team, mentor and support talent and set team priorities including for matrix managed staff.
 - High levels of demonstrated skills in prioritising tasks and meeting deadlines.
 - Able to work remotely and independently with an understanding of working across multiple sites.
 - Willingness and enthusiasm to work in challenging and difficult situations on national and international visits to project sites across Kenya.
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Practical Action is an equal opportunities employer and we encourage applications from under-represented groups. We stay committed to cultivating an inclusive and diverse working environment and believe that people from different backgrounds or cultures give us different perspectives, and the more perspectives we have, the more successful we will be. By building a culture where everyone feels heard, respected and valued we give everyone working with us the opportunity to achieve their full potential.