

JOB OPPORTUNITY

1. HEAD OF FINANCE AND GRANTS-REF: ADSW/HOFG/2025

DATE OF CIRCULATION 23rd JULY 2025

ABOUT US

Anglican Development Service Western (ADS-W) is a Faith-based development organization whose aim is to facilitate rural poor and vulnerable populations in Western Kenya and environs to realize sustainable socio-economic development. It is the development arm of the six (6) dioceses of the Anglican Church of Kenya in Western Province namely: Maseno North, Nambale, Katakwa, Butere, Mumias and Bungoma. The organization was registered as a Company Limited by guarantee without a share capital in January 1997. ADS Western's work is currently centred on five thematic areas namely, Food and Nutrition Security, Climate Change Adaptation and resilience, Health and Social Protection, Governance and advocacy and Organizational Development. Further, ADS Western embraces adaptive programming in line with the dynamic and diverse nature of development work. ADSW engages/employs technical experts from different fields to effectively run or implement its programmes.

JOB TITLE: HEAD OF FINANCE AND GRANTS

Reports To: Chief Executive Officer

Job Station: Kakamega

Direct Reports: Finance Officers

Terms: Contract

Job Purpose:

ADS-W is seeking to recruit a suitable candidate for the Position of Head of Finance and Grants who will be responsible for financial and grants quality control and reporting and ensures financial and operational information is provided to project leadership, technical staff, donors and partners for timely decision making. S/he will ensure appropriate systems and procedures (payroll, cash management, vendor payments, budgeting and forecasting, procurement, property management, grants management and other related financial and operational tasks) are in place to properly disburse, account, budget, and report project funds in a timely and cost-effective manner.

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Roles and Responsibilities

Financial Management

- Support the CEO and the board of directors in ensuring there are robust financial management systems and structures, internal controls, procurement systems and risk management systems.
- Lead in the development, review and implementation of appropriate financial management systems, policies and procedures as are needed by the office.
- Support the CEO in leading the office in the timely budgeting and budget management process across programs and functions.
- Manage cash flow and cash balances, including preparing fund requests to ensure that sufficient funds are available for program operations.
- Develop and share, on monthly, quarterly and annual basis, timely and relevant financial reporting with the CEO, partners, board and donors.
- Prepare the monthly report, comparing budget versus current actual revenues and expenditures.
- Oversee all payments including utility billing processes, payroll, taxes, and collections.
- Supervise cash receipt and control of other types of remittances.
- Ensure proper utilization of the accounting system functionality, preparation and post adjustment of recurring journal entries and update of general ledger accounts for monthly revenue and expenditure transactions.
- Coordinate and oversee the internal and external audit of the accounting records, financial statements, and special funds. Ensure all accounting activities and internal audits comply with financial regulations
- Set up an effective and robust procurement and supply chain management system.
- Develop, implement and monitor work plans to achieve goals and objectives.
- Contribute to the development of and monitor performance against the annual budget.
- Supervise and participate in developing, implementing and evaluating plans, work processes, systems and procedures to achieve annual goals, objectives and work standards.

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- Prepare comprehensive financial statements including regular and detailed cash flow projections, monthly, quarterly and Annual Financial Report to present to the Executive Committee.
- Provide financial and budget information to other departments/sections and assist in resolving questions and issues. Analyzes a variety of financial information (e.g. budget variances, cost projections, operational and capital outlay needs, etc.) for the purpose of providing direction and support, making recommendations, maximizing use of funds, and ensuring overall operations are within budget
- Facilitate good practice in giving assurance on risk management, controls, and governance processes.
- Establish and maintain internal control procedures and ensure that accounting standards are met.
- Manage revenue and costs effectively. Maintain a variety of fiscal documents, files, records for the purpose of providing an up-to-date reference and audit trail.

Capacity Building & Organization Development

- Develop and measure the requisite staff capacity on financial management systems, policies, processes and tools and at regional office and field levels.
- Ensure that financial staff are contributing strategic and innovative financial advice to the CEO, Programs managers and other units within organization
- Support the CEO by working closely with the Senior Management team members in the staff resource mobilization committee and at the resource mobilization and investments committee of the board, to help develop a sustainable and growing resource base for expansion of the ADS ministry.
- Design and champion of innovative options to enhance the resource base
- Demonstrate the ability to be a Team player

Experience and Qualifications

- An MBA in Finance, Accounting or any other related subject
- A degree in Finance, Commerce, Accounting or Business related field
- Holder of CPA (K), ACCA (K), or its equivalent
- Member of ICPAK in good standing.
- Ten (10) years working experience with at least two (2) years' in a management position in a reputable organization

Key Competencies and Skills

- Knowledgeable on grant accounting and experience in donor funding compliance with statutory reporting requirements.
- Demonstrable experience in leadership, strategic management, results-based management in financial matters.
- Computer literate: especially in ERP accounting systems, spreadsheets, Internet skills.
- Excellent verbal and written communication skills, good interpersonal relation skills.
- Complete compatibility with ADSW's Mission, Vision, ethics, policies, and core values.
- A strong aptitude for organizational change, participatory and servant leadership, innovation, learning, team building.
- Demonstrable ability to work with minimum supervision
- Ability to use initiative, multi-task, and work well under pressure to meet deadlines.
- Good knowledge of budgeting and resource allocation procedures

Application Details:

- Interested applicants are encouraged to submit their Cover letter in PDF specifying how you meet the mandatory requirements, your motivation in applying and what you hope to bring to ADS-W, certified academic and professional certificates and an updated CV in PDF which has contacts and details of three professional referees to the link attached:

https://docs.google.com/forms/d/e/1FAIpQLSc3lEEwMNJWi-5j6O4vaPy7xyAf6eWeJN_aDcmkUr5Lf3BhRw/viewform?hl=en_GB&pli=1

- Deadline-by **6th August 2025**
- **Only shortlisted candidates will be contacted.**

Compliance with Kenyan Laws

In adherence to the provisions of The Employment (Amendment) ACT, 2002, ADSW will require the successful candidate to submit clearance documents ie

- Police Clearance Certificate
- Credit Reference Bureau (CRB) clearance certificate
- Higher Education Loans Board (HELB) Clearance Certificate
- Ethics and Anti-corruption Clearance Certificate

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