



Finance and Administration Manager

Kakenya's Dream (KD) seeks to empower and motivate young girls through education and health to become agents of change and to break the cycle of destructive cultural practices in Kenya, such as female genital mutilation and early forced marriage. These future leaders will improve their community, their nation, and the world. We challenge ourselves to come up with the best holistic programming for girls and young women and we promise to share our models with others (Website: <https://kakenyasdream.org/>).

Job summary: Finance and Administration Manager oversees the finance, human resources, and administrative functions. This role ensures effective financial management, promotes best practices in human resources, and supports procurement, logistics, ICT, and general administration. Additionally, the manager is responsible for maintaining all equipment, facilities, infrastructure, and assets at Kakenya's Dream.

Location: Nairobi Office. Individual is expected to make regular travel/visits to the field office located in Isampin, Transmara West Sub County, Narok County for work purposes (approximately every month for one week at a time).

Reports to: Country Director

Supervises:

- Human Resources Officer
- DATA & IT Assistant
- Procurement Assistant
- Finance Officer

Duties and Responsibilities:

1. Leadership and Management

- Develop, implement, and ensure compliance with financial management and administrative policies.
- Coordinate the annual corporate budget preparation.
- Oversee budget utilization, monitoring, and reviews, providing insights on allocations and variances.
- Contribute to proposal development and fundraising initiatives.

- Supervise and manage the finance team.
- Represent Kakenya's Dream in stakeholder meetings.
- Provide financial management guidance to the Board and management.

2. Financial Transactions Processing

- Facilitate accurate and timely payments, ensuring all documentation aligns with budget allocations before approval.
- Collaborate with the finance team to maintain compliance with KD policies.
- Review payment vouchers and ensure proper authorization of supporting documents.
- Verify staff imprest advances for accuracy and completeness before processing.
- Oversee the payment of invoices, utilities, and other expenses.
- Monitor expenditures against approved budgets and advise management accordingly.
- Prepare financial reports to support management decision-making.
- Manage cash handling at Kakenya's Dream locations, including petty cash.
- Oversee payroll processing for all staff.

3. Financial Management

- Ensure effective financial management across Kakenya's Dream and all facilities.
- Develop and implement comprehensive financial management systems and policies.
- Monitor and manage the annual corporate budget.
- Prepare timely financial statements and maintain accurate accounting records for audits.
- Provide budget utilization guidance to program teams.
- Assist with procurement and disposal of assets.
- Manage the organization's assets and liabilities effectively.
- Facilitate staff training in financial management.

4. Cash Management and Banking

- Coordinate banking activities, ensuring proper fund management and payment processing.
- Monitor bank account activities to manage cash flow and liquidity.
- Conduct monthly cash and bank reconciliations, resolving any outstanding issues promptly.
- Prepare monthly cash flow statements and advise management accordingly.

5. Financial Records Maintenance

- Maintain comprehensive financial records for all transactions and address any queries timely.
- Ensure accurate reconciliation and documentation of all accounting transactions.
- Implement a secure filing system for all financial records.

6. Reporting

- Produce monthly budget monitoring reports that highlight variances.
- Coordinate the timely preparation of annual and periodic reports for the Board and donors.
- Ensure compliance with statutory filing requirements.

7. Audit

- Coordinate project audits, ensuring findings and recommendations are implemented.
- Ensure that internal and external audits occur as scheduled.
- Prepare for annual statutory audits, maintaining proper documentation for transparency.
- Address issues raised in external audit management letters promptly.

8. Risk Management and Compliance

- Maintain compliance with statutory requirements and donor agreements.
- Ensure timely remittance of statutory deductions.
- Communicate legal and compliance updates to staff.
- Develop and manage risk management business continuity framework and systems.
- Maintain an inventory and assets register.
- Ensure robust internal controls are in place.

9. Procurement Management

- Ensure a reliable and efficient procurement system is in place.
- Manage stock levels of supplies and consumables across all offices.
- Conduct regular inventory checks and audits.

10. Maintenance of Properties and Facilities

- Ensure that facilities, equipment, and properties are well maintained.
- Manage leases, service agreements, and maintenance contracts.

11. General Administration

- Develop and implement organizational policies and procedures.
- Ensure effective logistical support for the organization.
- Facilitate travel arrangements for staff and visitors.
- Obtain and maintain necessary licenses and permits.

12. Carry out any other duties and responsibilities which may be assigned by the Country Director from time to time.

Minimum Knowledge, Skills and Abilities

1. Education/Academic Qualification

- Bachelor's degree in Commerce, Business Administration, Economics or any other related disciplines.
- A master's degree in a related field will be an added advantage.

2. Professional/ Specialized Training &Qualifications

- Certified Public Accountant (CPA-K).
- Member of ICPAK.
- Formal training in leadership, management and human resource is an added advantage.

3. Competencies/Abilities/Skills Required

- Strong leadership and people management skills.
- Very good financial management, risk management and audit skills.
- Excellent computer skills including proficiency in MS- Office and accounting packages.
- Very good human resource and general administration skills.
- Hands-on experience with ERP systems for financial transactions, supplier management, purchase approvals, budget monitoring, and financial data analysis.
- Strong analytical skills - strong attention to detail and investigative nature.
- Strong interpersonal and team skills.
- Strong networking and relationship management skills.
- Good communication, report writing and presentation skills.
- Self-driven individual with the ability to work under minimal supervision, while meeting strict deadlines.
- Commitment to Kakenya's Dream's vision, mission and values.

4. Relevant Work Experience

- Must have at least five (5) years post qualification experience three (3) of which should be in a senior management position.
- Experience in the Development/Non-Profit Organization (NGO) sector – preferred.

How to Apply

If you meet the above qualifications, please email your resume and cover letter indicating your expected salary and availability to **jobs@kakenyasdream.org** by close of business, **23rd January, 2026**.

Applications will be reviewed on a rolling basis and only shortlisted candidates will be contacted.

Kakenya's Dream is a child safe organization and all employees are expected to comply.