

## Head of Finance and Administration Career Opportunity

### Job Summary

Kenya Healthcare Federation (KHF) is seeking a dynamic and experienced professional to join our team as the Head of Finance and Administration. This full-time position plays a key leadership role responsible for overseeing the financial management, administration and procurement, and human resources functions.

### Responsibilities:

#### 1. Financial Management

- Coordinate the preparation of the annual budgets for approval.
- Monitor operational budget accounts and review variance analysis.
- Manage monthly financial reporting to the Board.
- Manage bank accounts, payments, and treasury.
- Oversee audits, audit files, and cash flow monitoring.
- Develop, implement, and ensure compliance with financial systems, policies and procedures.

#### 2. Administration and Procurement Management

- Ensure compliance with legal and administrative requirements.
- Manage KHF assets and procurement activities.
- Manage service provider relationships and contract management.
- Oversee logistics and other administrative tasks.
- Contribute to organizing meetings, conferences, and events.
- Develop and update organizational policies and procedures.

#### 3. Human Resources Management

- Administer HR policies, systems, and controls.
- Manage organization payroll, leave registry, and other staff benefits.
- Coordinate and participate in recruitment processes.
- Maintain confidential personal files for all staff.
- Support staff professional development.
- Ensure HR practices comply with Kenyan labor law.

### Reporting structure:

The Head of Finance and Administration reports directly to the CEO and supervises the Project Accountant(s) and Administrative Assistant(s)

### Qualifications and Skills Required:

- Bachelor's degree in Finance, Accounting, Business Administration, or related field. MBA or professional accounting qualification (CPA, ACCA) is an added advantage.
- Minimum of 10 years of progressive experience in financial management and administration, preferably in the health sector, 3 of which must be in a managerial role.
- Demonstrated experience in Administration and HR management.
- Strong knowledge of Kenyan labor law, financial regulations, and procurement procedures.
- Excellent communication and interpersonal skills.
- Proficiency in financial software and Microsoft Office Suite.
- Experience working with donor-funded grants is an added advantage.

### How to Apply:

Interested candidates should submit a cover letter and resume to [talent@khf.co.ke](mailto:talent@khf.co.ke) by **Wednesday, 31<sup>st</sup> January 2024**. Please include "**Head of Finance and Administration Application**" in the subject line.