



## **Administrative and Grants Officer**

### **Background**

The Action Foundation (TAF) is a community-driven organization registered in Kenya to end exclusion, discrimination, and violence towards children, women, and girls with disabilities in marginalized communities. We work to reach those furthest from necessary services and opportunities by working with their caregivers and the community around them. This helps these vulnerable groups build better lives for themselves, grow their resilience, and cultivate lasting change. Our mission is to build inclusive and resilient communities where children, women, and girls with disabilities can thrive. We envision a fully inclusive Africa where children, women, and girls with disabilities can realize their maximum potential.

### **Role Overview**

As the Administrative and Grants Officer, you will ensure that any institutional, corporate, and individual funding received is reported efficiently and accurately - from a financial and narrative perspective - to the donors and that all reporting deadlines are met. You will also be responsible for coordinating with the Executive Director, Director of Learning and Impact, Director of Finance and Operations, and Program Coordinator to ensure appropriate metrics for impact reporting to 'restricted' and 'unrestricted' funding sources.

To achieve this, you will be tasked with coordinating with the relevant field teams around all grant implementation and impact goals, communications requirements with the Communications team, and financial reporting requirements with the Finance and Operations personnel. You will report to the Director of Finance and Operations.

### **Duties and responsibilities**

- I. Finance and Administration**
  - i. Maintain financial records/documentation and an appropriate and efficient financial filing system according to TAF's SOPs
  - ii. Support the preparation and monitoring of TAF grants through a monthly or quarterly budget monitoring/reporting process
  - iii. Prepare monthly, quarterly, and annual consolidated financial reports
  - iv. Advise on program financial and administrative systems and procedures
  - v. Support the Director of Finance and Operations in close coordination with the Executive Director to ensure the compliant completion/closure of projects, including but not limited to financial reporting, final external audit, updating of the TAF projects and program portfolio overviews, and the recording in the accounting system
  - vi. Ensure administrative procedures in TAF are up to date, including the financial filing systems, human resource management records including staff leave, among vehicle log systems, among others

- vii. Provide staff with relevant Administrative and HR tasks support, including procurement, organizing meetings and workshops, and travel requests support.

## **II. Fundraising & Grants:**

- i. Work with the Executive Director & other Senior Management team members to ensure that the relevant team members - are familiar with the impact goals and grant implementation requirements for successful grant/funding applications.
- ii. Work with the relevant teams to support applications for new grant budgets and provide relevant supporting documentation when required.
- iii. Support the Fundraising and Communications Officer with identifying and evaluating new funding opportunities.

## **III. Field implementation:**

- i. Outline agreed-on outputs for each successful grant/donation and work with the Programs
- ii. Collaborate with the Program Coordinator to ensure that outputs are scheduled into field operations within a timeline that fits the grant/donation requirements.

## **IV. Grant administration:**

- i. Maintain good ordered google drive folders containing all the grant/donation documentation, reports, and any other necessary materials linked to a grant/donation.

## **V. Grant reporting:**

- i. Schedule all reporting needs for each grant/donation; collate information and draft text for grant reports in time for management and field teams to add their information and finalize. Send completed reports to donors before or on their due date.

## **VI. Communications:**

- i. Identify and schedule all communication needs for each grant/donation and work with the field teams and the communications person to ensure materials are provided as and when agreed. Financial management:
- ii. Keep track of donor income in bank accounts, work with the Director of Finance and Operations, and assign funds according to the grant/donation agreement.
- iii. Ensure all field expenditure is allocated to the correct grant/donation on a weekly / monthly basis, manage the internal analysis systems on google sheets, and provide quarterly reports to the management team on expenditure against grants/restricted donations.
- iv. Track funding requirements and ensure accurate allocations and reporting
- v. Provide support to the Resource Mobilization team and the Director of Finance and Operations to align the grants budgets with the organization's overall organizational budget and operational requirements for the various Project sites and Programs working towards a three-year projection timeline.

## **VII. Monitoring and evaluation:**

- i. Work with the Program Coordinator to ensure all the metrics required to be reported back as a measure of grant/donation success are included in the Monitoring and Evaluation plans for the grant area and that necessary data is collected.
- ii. Assist the Director of Learning and Impact in monitoring and evaluating the value of grant funding and the costs incurred by management

### **Relevant Qualifications and Experience**

- i. Professional/academic qualification in development studies, project management, finance, or accounting
- ii. Relevant experience of minimum 3 years in finance management and administration
- iii. Proven experience in institutional grant management and reporting
- iv. A good understanding of institutional and corporate grantors and private donor markets would be an advantage
- v. Fully versed and familiar with all Google drive and the advanced functionality of Google Sheets/Excel
- vi. Familiar with accounting software, including Quick Books, is highly advantageous
- vii. Understanding of working on google platforms
- viii. Able to correspond in English of the highest quality with all stakeholders - experience with conservation language would be highly advantageous
- ix. Experience in preparing budgets, financial reports, and monitoring budgets

### **Employment Terms & Benefits**

- It is expected that all staff members of TAF respect and conduct themselves according to The Action Foundation's values i.e., Excellence, Compassion, Innovation, Team Spirit, Empathy, and Diversity
  - 1-year renewable contract
  - Medical insurance
  - Staff Fitness and Wellness Program
  - Professional Development Opportunities
- Competitive Salary commensurate with experience and competitive with the NGO Sector in Kenya.

#### **Note: -**

- Applications will be reviewed on a rolling basis;
- Only Shortlisted candidates will be contacted.
- Persons with disabilities are encouraged to apply.
- **No application or interview fees are required.**

### **Application Process**

Qualified and interested applicants to send CV and Cover letter to **info@blumeafrica.co.ke** and cc to **careers@theactionfoundationkenya.org** with the email subject indicated as **"Administrative and Grants Officer"** before 5 pm E.A.T Tuesday 13th September 2022.