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|  | KICK4LIFE TRUST ADVERT | Posted Feb 2023 |
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| Position | Finance Manager |
| Department | SE Trust FC Finance |
| Line Manager | Country Director |

Objectives:

To ensure a high level of resource stewardship, strict financial accountability and financial risk management while ensuring the effectiveness and robustness of Kick4Life and relevant partners’ financial management systems, processes and practices in support of high-quality programs serving the poor and vulnerable. Key responsibilities include to: line manage finance team; provide proactive, efficient, timely and relevant accounting and finance service at a level of detail necessary to understand the business evolution in terms of sales, costs, expenses and operating results; prepare business reports by business line (class) on timely basis; process payroll and taxes (PAYE) report; process payment to suppliers ensuring that all processes and authorisations have been followed; oversee bank reconciliations on a monthly basis and obtain approval; prepare schedules and reconciliations for all the accounts, especially those with a sub ledger; actively participate in the financial statements audit; and special duties related to social enterprise support and performance management and Organisational growth.

Main Accountabilities

1. Area 1: Management and Financial Accounting

- 1.1. Oversee and assist in the preparation of monthly, quarterly, and annual financial reports
- 1.2. Update internal systems with financial data
- 1.3. Assist the No7 Restaurant with controlling stock and finding reasons for variances in POS and stock on hand.
- 1.4. Track bank deposits and payments
- 1.5. Lead the preparation of accurate financial data, analysis and projections and support the Senior Management Team and Programmes Managers in interpreting data for decision-making and effectively managing financial risks.
- 1.6. Oversee the performance of accurate reporting procedures and timely submission of reports to relevant stakeholders (managers, donors, local government entities, Board).
- 1.7. Oversee the Audit process, assisting the coordination of the finance team
- 1.8. Oversee maintenance of supporting documentation for a reliable and easy to follow audit trail.
- 1.9. Lead efforts to close audit financial management findings in a timely and sustainable way.

2. Area 2: Budgeting Management

- 2.1 Provide direction and coordination of effective budget development and management
- 2.2 Oversee the inputting of budgets into Quickbooks to enable automation and monitoring
- 2.3 Conduct monthly budget reviews with each department head and report any variances

3. Area 3: Finance, Administration & Procurement

- 3.1 Line-manage the Finance team and effectively manage talent retention and growth.
- 3.2 Conduct administrative and procurement processes related to Kick4Life operations
- 3.3 Process payroll and make monthly adjustments for overtime, bonus and PAYE
- 3.4 Ensure adequate service providers are identified and contracted for specialist areas
- 3.5 Track and report key functional metrics to reduce expenses and improve efficiencies
- 3.6 Negotiate with external vendors to secure advantageous terms and manage vendor partnerships
- 3.7 Develop and manage financial processes in accordance with policies and provide proactive service delivery, ensuring efficiency and compliance with K4L policies and procedures, GAAP, donors’ rules and regulations, and legal requirements.
- 3.8 Manage team dynamics and staff well-being.
- 3.9 Provide coaching, strategically tailor individual development plans, and complete performance management for direct reports.
- 3.10 Lead assessment of staff financial management capacity, ensure capacity strengthening on finance policies and regulations, as needed, and monitor and measure impact.

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4. Area 4: Taxation

- 4.1. Review RSL policies and regulations and ensure that K4L always complies
- 4.2. Ensure that PAYE related to salaries, vacation and severance payments and VAT is paid and remitted timely to RSL
- 4.3. Identify, prepare and ensure payment of the WHT applicable to services received
- 4.4. Assist team in obtain tax clearance certificates for all business lines as required

5. Area 5: Internal Control

- 5.1. Collaborates with the restaurant and inn staff to promote a healthy internal control environment
- 5.2. Regularly review policies and procedures to ensure internal controls are properly working, especially those related to segregation of duties where cash and inventory are concerned
- 5.3. Ensure integrity of accounting information by reviewing account issues for compliance and establishing quality control over accounting transactions and financial reporting.

6. Area 6: Financial Systems Support

- 6.1. Ensure full integration of Ezee with Quickbooks
- 6.2. Manage MPESA and virtual card payments and ensure transfer to relevant accounts

7. Area 7: Other Duties

- 7.1 Assist in Tour implementation and promotion, as requested
- 7.2 Assist in operational and programmatic fundraising initiatives
- 7.3 Comply with and uphold all of Kick4Lifes's Policies and Procedures
- 7.4 Maintain professional conduct at all times
- 7.5 Undertake such other duties as may be reasonably requested
- 7.6 Enforce and participate in F.C. community service activities at Kick4Life and offsite, within the community

Qualifications and Experience:

Essential:

- Tertiary qualification in Accounting or Finance or Applied Mathematics or related courses
- Solid knowledge of financial and accounting procedures
- Experience using financial software, preferably QuickBooks
- Knowledge of financial regulations
- Excellent analytical and numerical skills
- Sharp time management skills
- Strong ethics, with an ability to manage confidential data

Desirable:

- Experience working in an NGO

Work Based Skills and Competencies:

Essential:

- Demonstrated passion for promoting sport for development
- Ability to effectively liaise with multi-disciplinary teams and a variety of stakeholders to achieve goals
- Possesses strong written and verbal communication skills
- Possesses diplomacy skills and agility, able to quickly recognize, address and mitigate potential conflicts before they arise
- Can work under pressure and complete tasks at a high level of quality on time
- Can multi-task and prioritize effectively in an organized and strategic manner
- Demonstrates ability to liaise with interdisciplinary stakeholders

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- Possesses strong ethics and is reliable in acting on what s/he commits to
- Is adaptable and demonstrates a growth mind-set when approaching challenges
- Is self-driven and takes initiative to achieve results & resolve problems
- Is proficient with the Microsoft Office suite
- Possesses understanding of Kick4Life brand & values

Desirable:

- Demonstrates a growth mind-set
- Ability to think strategically
- Proficiency with Excel
- Has a range of business contacts that can be used to grow partnerships in and out of Lesotho

How to Apply:

If you meet the requirements and are motivated to work helping others in a multicultural environment, please send a CV and Cover Letter explaining your motivation and fit for the role to hr@kick4life.org

Please note that only applications received via email will be considered.

Closing Date of applications is 10th February 2023 by 5:00 pm

If you have not heard from us within two (2) weeks of the closing date, please consider your application to be unsuccessful. Remember, we will only contact applicants who have been shortlisted for interview and **will not be able to** provide feedback to those who have not been shortlisted, due to the sheer volume of applications.