

**World Renew  
JOB DESCRIPTION**

Position Title	Finance Coordinator – International Disaster Response
Department	Disaster Response Team – International Disaster Response
Location	Nairobi, Kenya
Region Covered	Global
Grade	In-country
Reports to	Associate Director, Disaster Response and Rehabilitation
Directly Supervises:	Disaster Response Local Project Accountant(s)

**1. PURPOSE OF THE POSITION:**

The position is responsible for supporting the work of disaster response by ensuring a high level of accuracy and timeliness of financial reports. The position will work to consolidate field and home office expenses, verify the information against the project budget, and organize the necessary receipting, ensuring all our financial reports have a consistent presentation. The position will have a primary focus on Canadian Foodgrains Bank (CFGB) funded projects but may, from time to time, also support disaster response interventions from funders other than CFGB.

**MAJOR DUTIES AND RESPONSIBILITIES**

**R1. Financial Reporting (Projects)**

- Prepare financial statements and narratives for specific donor grant reporting and audit requirements in accordance with donor reporting timelines.
- Coordinate the finalization of project financial reports with World Renew finance staff/accountants:
  - Consolidate field and home office expenses
  - Ensure alignment with approved budget
  - Organize and present necessary receipting (e.g. expenses over \$500 and all input lines)
- Where World Renew has no country presence, make occasional visits to project locations in the region to verify and reconcile financial records with partner staff.
- Respond promptly to issues or questions on the financial reports

**R2. Financial Management**

- In countries where World Renew has no country presence provide direct support to partners by assisting in the set-up of financial reporting expectations, developing reporting templates

- As necessary, assist in the preparation of Disaster Response project budgets and/or review proposed budget before submission
- Assist in the development of CFGB equity and allocations tracking mechanisms
- As assigned, monitor the partners' project expenditures vs. budgets.
- Where World Renew has no country presence, provide support in the coordination of specific external project audits.
- Track IDR expenses in East and Southern Africa with monthly/quarterly expenditures in liaison with the country Finance and Admin Manager

### **R3. Other Duties and Responsibilities**

- Carry out any other duties and responsibilities, which may be assigned by the management from time to time.

## **2. KNOWLEDGE, SKILLS AND ABILITIES:**

*(The knowledge, skills and abilities may be required through a combination of formal schooling, self-education and prior experience or on-the-job-training).*

### **a) Level of Education:**

Bachelor's degree in accounting, finance, business.

### **b) Specialized Training/Professional Qualifications:**

CPA

### **c) Other competencies:**

- Proficiency in computer packages – MS Office, Accounting Packages such as Great Plains, QuickBooks, etc.
- Strong analytical and financial monitoring skills.
- Excellent interpersonal skills.
- Ability to work in a multi-cultural setting.
- Ability to work effectively in a team.
- Strong communication skills, particularly written communication.
- Ability to write financial reports.
- Knowledge of Canadian Foodgrains Bank reporting requirements, an asset

### **d) Job experience:**

At least five (5) years relevant experience.

**3. POSITION RELATIONSHIPS IN THE ORGANISATION**

Within the Organization	Outside the Organization
<ul style="list-style-type: none"> <li>• Finance and Administration Managers</li> <li>• Country Consultants</li> <li>• National Disaster Response Manager(s)</li> <li>• Local project accountants</li> <li>• Project Officers in Disaster Response</li> <li>• IDR Administrative Assistant</li> </ul>	<ul style="list-style-type: none"> <li>• CRCNA Finance Staff</li> <li>• Staff in partner organizations, as appropriate</li> <li>• Donors</li> <li>• External Auditors</li> </ul>

**4. AUTHORITY/DECISION MAKING**

The position makes recommendations to the Associate Director, Disaster Response and Rehabilitation.

**5. WORKING CONDITIONS**

This position will be based primarily in the Nairobi, Kenya office with occasional travel to other World Renew offices implementing CFGF funded projects or partner offices where World Renew has no country presence. Travel will be primarily focused on East and Southern Africa including, but not limited to, Uganda, Tanzania, Malawi, Mozambique, Zambia or beyond.

The position will work against deadlines and there may be times when long hours are required to adhere to these strict deadlines.

**6. ACCEPTANCE/APPROVAL**

I acknowledge that I have received, read and sought clarification of any questions I have about the contents of this job description.

	Name	Signature	Date
Employee:			
Supervisor:			