



Providing Family Support To Help Vulnerable Children Thrive

## Job Description: Finance and Operations Manager

*Revised Jan 2021*

### Background

Tushinde Children's Trust was founded in the UK in March 2010 and was registered as an NGO in Kenya in March 2011. Tushinde works with vulnerable families in the informal settlements of Mathare and Kiambiu with a main focus on providing them with access to education, health care and social support. Tushinde's Finance and Operations Manager will work alongside the Programme Manager (PM) to support the Chief Executive Officer (CEO) in the delivery of Tushinde's Family Support programme and associated programmes.

Tushinde is a child-focused employer and committed to child protection and the protection of vulnerable adults. All candidates will be screened prior to employment and every candidate, regardless of post applied for, will be expected to understand and adhere to the principles of child protection.

### Key Skills

- NGO operations for multi-donor funded project
- Financial management and accounting
- Project management
  - Team management/supervisory skills
- MEAL (Monitoring, Evaluation and Learning) skills and impact assessment
- Human resources management
- Proposal writing and fundraising
- Strong time management skills and an ability to support team members to meet deadlines
- Fluent written and spoken English
- Understanding of child protection systems and urban poverty issues

### Key Qualities

- A passion for ensuring that every child can enjoy their basic rights.
- An ability to be flexible and adaptable in a young and growing organisation.

### **Main tasks and responsibilities.**

- The operations manager oversees the overall operations of Tushinde in Kenya.
- He/she assists the CEO in all logistical and non direct aspects of programme management.
- With the Board of Directors, Executive Director (ED) and CEO, assists in writing and implementing the long and short term strategic plans for Tushinde Kenya.
- Oversees the logistics and financial management of programme delivery including personnel, budgets and accounting, MEAL, and risk assessments.
- Updates or develops relevant policies and standards of practice and ensures the implementation and evaluation of such policies and standards.
- Oversees the finance department in the maintenance of accurate financial records, financial reporting, and budgeting.
- Liaises with the finance department to ensure compliance with all relevant Kenyan laws regarding revenue, staff taxation and benefits, reporting to the NGO Bureau, etc.
- Leads HR activities including hiring (developing job descriptions, postings, screening, interviewing), coordinating benefits, and terminations.
- Ensures all personnel files are kept up to date and supports the PM and CEO in timely completion of employment contracts, performance appraisals, and performance improvement plans (PIP), if required.
- Oversees day-to-day operations of the offices including: ICT needs and office maintenance
- Provides or coordinates relevant training and follow-up support to staff as needed.
- Supports the CEO and ED with fundraising within Kenya and abroad.
- Facilitates the contribution to communication material such as newsletters and social media.

### **Reporting line**

The Operations Manager will be appointed by the Board of Directors, Tushinde Kenya and will report to the CEO. This reporting will take the form of monthly written reports, monthly financial reporting, meetings in person and via video conferencing and email updates when needed.

**Salary Range:** 1545,000- 166,000 KES per month (gross); comprehensive health cover provided as a benefit