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|  | MAG Kenya – Job Description  |
| **Job Title:** | Admin/Finance Coordinator |
| **Line managed by:**  | Country Director |
| **Line manages:** | N/A |
| **Location:** | Nairobi |

**MAG’s Vision is a safe future for women, men and children affected by violence, conflict, and insecurity.** People will live in communities where their rights are upheld, with dignity and choice and free from fear from mines, explosive remnants of war (ERW) and the impact of small arms and light weapons and ammunition.

**MAG’s Mission is to save lives and build safer futures.** We will use our core skills and distinctive competence to save lives through the removal of mines and ERW, and reduce the impact of small arms, light weapons and ammunition on people and communities. How we do this is as important as what we do – we work primarily with and for communities, for us ‘it’s all about people’.

**MAG’s Values.** Our values come to life through our actions, every day. How we act has an impact on others. As someone who works at MAG, you can help to create a positive culture by demonstrating our values through your own behaviour and actions. Everyone has a role to play in shaping our culture. Everyone should understand our values and is encouraged to think how they are relevant to their individual role.

**DETERMINED - we work with purpose**

**EXPERT - through excellence and expertise we build trust**

**INTEGRITY - we strive to do the right thing**

**COMPASSION - people come first in everything we do**

 **INCLUSIVE - we are inclusive, and we value diversity**

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| **Overview of role:** |
| The Admin and Finance Coordinator is responsible for overseeing various financial activities within the Kenya programme. Reporting directly to the Country Director, the Admin and Finance Coordinator will ensure compliance with financial policies and procedures, manage payroll, maintain financial records, and support the overall financial management of the programme. Additionally, the Admin and Finance Coordinator will provide administrative and HR support to the program.  |
| **Responsibilities:** |
| **Administration:** * Establish and maintain proper and up-to-date filing systems (paper and electronic) for efficient organization of office records, files, and documents.
* Handle incoming and outgoing correspondence, emails, and calls.
* Schedule and coordinate meetings, appointments, and travel arrangements.
* Manage office supplies and equipment inventory, and order as needed.
* Collaborate with the Logistics Officer to ensure a well-supplied office with stationery and essential materials.
* Assist in trip planning and coordination.
* Assist in managing travel and immigration matters for MAG staff in the country and visiting staff, including visas, permits, flight reservations, hotel bookings, and transport arrangements.
* Coordinate with the Tanzania Support Services Officer.

**Human Resources:** * Assist in recruitment processes, including drafting and posting job advertisements, coordinating interview arrangements, and advising recruiting managers on selection procedures and best practices.
* Onboard new employees, including paperwork, orientation, and training coordination.
* Maintain employee records and update HR databases, ensuring they are kept up to date.
* Handle employee inquiries and provide day-to-day advice on MAG's terms and conditions and the application of HR policy, including annual leave, probationary reviews, sickness absence, and maternity leave.
* Draft a variety of correspondence for employees, including contract change letters, probation letters, leaver letters, etc.
* Support managers with employee relations issues and conflict resolution.
* Assist in HR policy and procedure compliance and updates, ensuring they align with current labour law.

**Finance** * Financial Documentation and Compliance:
	+ Ensure completeness, accuracy, and approval of payment requests in compliance with programme SOPs.
	+ Organize and maintain all financial documents systematically for easy access and retrieval.
	+ Archive financial documents according to MAG's Finance Department policy.
	+ Ensure cashbooks are complete, balanced, and submitted to the Country Director by the first working day of the following month.
* Payroll Management:
	+ Process payroll data, including timesheets and salary adjustments, in collaboration with the HR department.
	+ Maintain accurate payroll records and validate payroll totals.
	+ Produce monthly payroll reports, analyse payroll costs, and review them with the Country Director
* Balance Sheet Reconciliations:
	+ Complete monthly balance sheet reconciliations and provide explanations for variances for review with the Country Director.
	+ Ensure timely completion of monthly bank reconciliations.
* Financial Recordkeeping and Journal Entries:
	+ Maintain comprehensive accounting records and post journal entries on MAG's financial management systems.
	+ Assist the Country Director in preparing both internal and external financial reports.

**General Responsibilities:*** Work within the framework of MAG’s core values.
* Maintain professional conduct in line with MAG’s core values as actions represent MAG.
* Contribute to other fundraising initiatives where appropriate.
* Participate in meetings as relevant.
* Understand and uphold the standards outlined in MAG’s Safeguarding Framework, acting with due care and attention to safeguard the wellbeing of anyone that comes into contact with MAG’s work and reporting concerns if they do arise.
* Undertake and apply learning from appropriate training and development programs.
* Undertake any other duties as may be required.
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| **Essential requirements:**  |
| * Understanding of NGOs and a commitment to humanitarian work.
* Minimum of 3 years of demonstrated experience in Admin and/or Finance.
* Self-organized, team player, and able to work under limited supervision.
* Supervisory skills and ability to motivate and manage a small team an advantage.
* Good literacy, numeracy, and IT skills (e.g., Word/Excel).
* Strong negotiation skills.
* Relevant Accounting qualification required.
* Strong computer skills.
* Reliable with good time-keeping skills.
* Language requirements – English Mandatory
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| **Employee** **name:** |  | **Employee** **signature:** |  | **Date:** |  |
| **Manager** **name:** |  | **Manager** **signature:** |  | **Date:** |  |