



GOVERNANCE AND DIPLOMACY ASSOCIATES (GDA ASSOCIATES)

- **Job Type: Head of Finance and Procurement Consultant**
- **Reporting to: Executive Director**
- **Job Field: Finance / Accounting / Audit, Procurement / Store-keeping / Supply Chain**

Governance and Diplomacy Associates seeks to recruit experienced and self-motivated **Head of Finance and Procurement** responsible for ensuring financial integrity, strategic procurement, and efficient use of resources within an organisation.

JOB SUMMARY:

- The Head of Finance and Procurement is responsible for financial and procurement management and ensure that staff and management receive high quality, professional and responsive services. S/he will also implement financial and procurement management policies, procedures and systems and ensure compliance with organisations and project standards as well as maintain oversight of day-to-day financial and procurement activities

DUTIES AND RESPONSIBILITIES:

- Manage all financial and procurement management activities for the organisation including accounts and petty cash reconciliations; accounts payable; review and verification of invoices and data entry into accounting systems.
- Monitor expenditures and pipelines.
- Act as the point of contact (PoC) for before and after awards ensuring thorough due diligence assessments are conducted and resulting recommendations are implemented, monitor organizations' activities to ensure quality implementation that is aligned to projected timeframes and budgets, and alert senior management of implementation challenges in a timely manner.
- Oversees finance, procurement and purchasing
- Organise, maintain comprehensive financial and procurement files, and ensure all recording is compliant with audit, corporate and client requirements.
- Develop effective and professional working relationships with key Partner staff to ensure financial management approaches comply with donor and organisations requirements.
- Manage purchasing and procurement activities including supplier management and ensure value for money.

- Ensure compliance with financial regulations and reporting requirements
- Supervise general accounting functions (accounts payable/receivable, ledger, payroll, etc.).
- Ensure timely preparation of accurate financial statements and management reports.
- Coordinate internal and external audits.
- Ensure effective internal controls and risk management practices.
- Develop and enforce procurement policies and procedures.
- Lead sourcing, tendering, and supplier management processes.
- Ensure adherence to public procurement laws (if in public sector) or corporate procurement policies.
- Monitor and report on policy and procedural compliance.
- Ensure transparent, accountable, and ethical practices in finance and procurement.
- Perform any other duties assigned by the supervisor from time to time.

MINIMUM REQUIREMENTS:

- Bachelor's degree in finance, business administration, or relevant field is required; a master's degree is desired.
- Minimum five (5) years of progressive work experience in financial control and audit related field including minimum 5 years of experience in a senior management position, providing administrative oversight and management systems development.
- Proven and significant experience in Procurement and contract management, including an ability to review Procurement demands and trends, and develop Procurement strategies.
- Professional Certification (CPA K) desired
- Member of ICPAK
- Knowledge of and experience with Donor and Development Programmes and/or other international donor program's rules and regulations related to procurement and finance is required.
- Demonstrated sound experience and solid practical understanding of VAT, WHT, income tax, and other Kenyan taxes.
- Solid communication skills and decision-making capabilities based on analytical skills and critical thought processes.
- Proficiency in MS Office is required

SOFT SKILLS

- Leadership and team management.
- Strategic thinking and decision-making.
- Strong communication and negotiation abilities.
- Integrity, accountability, and high ethical standards.

How to apply

Interested and suitably qualified individuals should submit applications, including copies of relevant academic and professional certificates, detailed curriculum vitae (CV), and cover letter to info@governanceanddiplomacyassociates.co.ke and copy governance.diplomacyassociates@gmail.com with **"Head of Finance and Procurement Consultant"** in the subject line by July 24th 2025 1700 hours.

NB: ONLY SHORT-LISTED CANDIDATES WILL BE CONTACTED

P.O BOX: 69447-00400 Nairobi. Jakaya Kikwete Road, Milimani, Nairobi.