



FUTBOLMAS

VACANCY PROFILE FÚTBOL MÁS

1. ABOUT THE VACANCY

Name of the position:	Admin and Finance Coordinator
Reports to:	Executive Director
Work place:	Flexible, but with weekly presence in our office in Mathare
Timing:	Full time. 5 months, 1 month probation. Estimated to start: 10 th of May 2021
Application deadline:	Sunday 2 nd of May 2021

2. INTRODUCTION

Founded in 2008 in Santiago de Chile, we have grown into an international Sport for Development NGO with presence in 10 countries: Chile, Peru, Ecuador, Haiti, Paraguay, Mexico, France, Spain, Mozambique and Kenya. Every week more than 11,000 children participate in our



programme in challenging environments throughout Latin America, the Caribbean, Europe and also Africa. We're a social and community-based programme using football and play as a vehicle for social change, happiness and community. For more information go to <http://www.futbolmas.org/en/>.

In Kenya we work in two communities of Nairobi, one in Mathare and one in Kibera, as well as with refugee communities in Kakuma and Dadaab. At the community levels the team of Futbol Mas professionals consists of physical education or sports professionals and social sciences professionals (psychologist, social worker or related careers). They are the direct link and presence in the community, responsible of programme implementation.

3. JOB DESCRIPTION

As the Administration and Finance Coordinator you will not only work closely with the Executive Director, but also with our Social Director and his team to come through on your key tasks. In this position we expect you to be proactive to organize yourself to deliver on your tasks in a timely, correct and well-presented manner.



FUTBOLMAS

At the same time, you are expected to structure the administrative and financial processes of Futbol Mas Kenya into an Admin & Finance department, using your strategic mindset, on-topic knowledge and research as well as the right set of competencies. All of this in close deliberation and collaboration with the leadership team of Futbol Mas Kenya and the global Futbol Mas team.

As part of the Admin & Finance Department, you are expected to show leadership in coordinating the areas of financial management, human resources and administration. At the same time it is important to make sure the culture and procedures in place are in line with the organizational culture as well as our methodology rooted in the theories of positive psychology and resilience.

4. KEY ROLES, RESPONSIBILITIES and COMPETENCIES

FINANCE

- ✓ Strengthen and document institutional procedures for the key accountancy processes, ranging from petty cash management to financial reporting.
- ✓ Support external audit of our financial resources
- ✓ Coordinate with the implementing teams to assure timely and correct financial reporting
- ✓ Keeping reporting on expenses up to date on a weekly basis
- ✓ Prepare financial reports both internally and towards partners, including bank reconciliations and petty cash management
- ✓ Coordinate with the admin and finance counterparts of Futbol Mas Kenya`s partners
- ✓ Correct and timely filing of receipts and other financial documentation
- ✓ Prepare monthly payroll and upload in the system, including tax returns and statutory deductions
- ✓ Monitor correct cash flow operations in coordination with executive direction and implementing teams on a weekly and monthly basis

ADMIN

- ✓ Strengthen organizational procedures for procurement
- ✓ Filing of all official documentation of Futbol Mas Kenya in an orderly fashion
- ✓ Coordinate and document procurement processes, from the sourcing of suppliers to the delivery of procured goods
- ✓ Support research and documentation of the legal procedures and management of Futbol Mas Kenya
- ✓ Train and coach new and current team members on the different admin and finance processes to adhere to.

HUMAN RESOURCES

- ✓ Document and support in recruitment procedures, from the vacancies to the onboarding of new team members
- ✓ Coordinate self-care and team wellbeing strategies
- ✓ Keep an updated database of all team members` documentation



- ✓ Coordinating and filing of all documentation of Futbol Mas Kenya team members

CORE COMPETENCIES

- ✓ Strong analysis of numbers to enable informed decision-making
- ✓ Eye for detail, quality and completeness. Double check your work before handing it over
- ✓ Being able to plan ahead in order to meet key deadlines on a weekly and monthly basis
- ✓ Ability to manage to pressure of a deadline

CROSS CUTTING COMPETENCIES

To thrive in Futbol Mas and discover yourself further professionally and personally, you will need / get the opportunity to build the following skills:

Internal strengths
Be flexible and resilient (especially to operate and connect with people from the community)
Be proactive and take initiative
Think strategically
Be goal and quality oriented (with an eye for detail)
Manage your emotions
Positive energy
Be well organized and structured when planning and implementing your work
Relational strengths
Horizontality in all relationships (within the team and community)
Communicate by connecting, listening and dialoguing with people
Take leadership and work as a team at the same time
Be assertive and professional in your communication and behaviour
Technical strengths
Capacity to vision and project strategically towards a comprehensive Admin&Finance department
The ability to analyse situations, people, documents and numbers
Fluent in working with Office applications, mainly outlook, word, excel and powerpoint
Fluent in Swahili and English. Knowledge of Spanish would be an asset
Knowledge and experience with accounting software is an added value

EDUCATION:

Formal studies / careers studied	1. Bachelor of Commerce – accounting and/or HR option 2. Business Administration 3. C.P.A or A.C.C.A Or related careers
Additional Education:	Life skills for team work, flexibility and resilience
Minimal working experience desired:	1 year in a similar position



We are not a competitive football development programme and in this position there is no need to be “football”-literate. Futbol Mas is a gender sensitive organization and also welcome women to motivate themselves to apply for this position as we strive to not only have a multifunctional team, but also a gender balanced team.

If you are interested to be part of our team in these historic steps of Fútbol Más on the African continent, send us your CV, cover letter and salary expectation to recruitmentkenya@futbolmas.org before midnight Sunday 2nd of May 2021.

