

1. ABOUT THE VACANCY

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| Name of the position: | Accounts and Admin Assistant |
| Reports to: | Country Director |
| Work place: | Remotely, with occasional days in our office in Mathare This is a part time job that will require working at the office twice a week on average, depending on your own efficiency. |
| Timing: | Part time: 8 months in total, [2 months' probation]. Estimated to start: May 2023 |
| Application deadline: | Friday 7th of May 2023 |

2. INTRODUCTION

Futbol Mas is a not-for-profit organization with over 15 years of experience across 10 countries (Chile, Peru, Ecuador, Haiti, Paraguay, Mexico, France, Dominican Republic, Mozambique and Kenya) in designing and implementing sport for development programs founded in theories of change around resilience and positive psychology. Governed by the values of creativity, responsibility, respect, joy and teamwork, Futbol Mas seeks to promote the wellbeing and mental health of children and youth by strengthening their resilience and creating meaningful connections and relationships at community level through sport and play.



Founded in 2008 in Chile, Futbol Mas has grown to diversify its program in different contexts ranging from disadvantaged communities and schools to emergency response programs and refugee camps. Futbol Mas has been recognized for its methodology with various awards across the football and development sector and working with public, private and international cooperation stakeholders such as FIFA, Coca Cola, UNICEF, UNHCR, Expo 2020 Dubai UAE (Global Best practice Program) and others. For more detail and updates about current programming and scope: <https://futbolmas.org/eng/>.

At the moment in Kenya, we work in several communities in Nairobi, with strong roots in Mathare and Kibera, where we started in 2017 with 400 children. We are currently reaching 1,130 children every week. Through partnerships with the United Nations, we have also worked with refugee communities in Nairobi, Kakuma and Dadaab, which expanded our reach further. Our vision is to create sustainability and scale up where we already are and convince partners around Kenya and beyond to include more

communities in the Futbol Mas family. Bringing in your passion, creativity and skills, you will take the lead in this position in a key program as part of a strategic partnership continuation with the United Nations working with refugee and internally displaced communities, families and children in Libya. In 2022 and now in 2023, UNHCR and Futbol Mas have an agreement to implement a project with the aim of fostering resilience in response to protection challenges by focusing on the capacity building of local partner to enhance their ability to address protection challenges, designing psychosocial sessions based on UNHCR sports framework; Support mental health and wellbeing as well as strengthening child protection frameworks to ensure that vulnerable children are adequately protected. Together, these components form a comprehensive approach to address protection challenges and promote resilience.

3. JOB DESCRIPTION

As an Accounts and Admin Assistant, you will work closely with our project coordinator and other project team members to come through on your key tasks. Your main responsibility will be to perform accounting tasks and project administrative tasks, procurement and filing.

KEY ROLES, RESPONSIBILITIES and COMPETENCIES

ACCOUNTING TASKS

- ✓ Prepare monthly financial reports
- ✓ Filing of tax Returns and other statutory payments
- ✓ Oversee petty cash management and reconciliation, including facilitating regular cash counts;
- ✓ Receive supplier invoices, stamp 'Received' on the invoice, and review the invoice and supporting Local Purchase Order (LPO) or contracts;
- ✓ Check that the documents are properly authorized and that the expenses are in line with the approved budget;
- ✓ Prepare Payment Vouchers (PV) and allocate expenses to the budget line/account codes;
- ✓ Record details of the signed cheques in the cheque payment register;
- ✓ Ensure persons collecting cheques sign the cheque payment register, and provide some identification in the form of ID cards, passport or driving license;
- ✓ Update the cashbook and file PVs accordingly.
- ✓ Record the cash advance payment in the cashbook. Also update the cash advance ledger;
- ✓ Management of cash advance reconciliations; and
- ✓ Record the expenditure in the cash book and file documents accordingly.
- ✓ Update of all accounting work in quick books and planner.
- ✓ Lead in preparation of donor reports, donor update meetings and support in budgeting.
- ✓ Lead in internal Futbol mas global finance updates.
- ✓ Weekly updates on accounting and reporting and coordination with project team.

ADMINISTRATION TASKS

- ✓ Stamping 'Paid' and ensuring complete Filing of all Project documents
- ✓ Assist in carrying out routine procurement activities of Futbol Mas, such as procurement of office utilities and others as per the project agreement with UNHCR.
- ✓ Follow up on Suppliers for delivery and compliance to set policies
- ✓ Support in the Management of the project goods and property inventory.



- ✓ Support in any legal and admin tasks in compliance to set government laws.

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:

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| 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 an activity |
| 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 community ownership and management |
| The ability to analyse situations, people, documents and numbers |
| Fluent in working with Office applications, mainly outlook, word, excel and power point |
| Fluent in quick books. [compulsory] We use net-suite. |
| Fluent in Swahili and English. Knowledge of Spanish is an asset |
| Knowledge on social and/or sports programming is an added value |

EDUCATION:

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| Formal studies / careers studied | 1. Bachelor of Commerce – accounting option 2. C.P.A 3. A.C.C.A Or related careers |
| Additional Education: | Life skills for team work, flexibility and resilience |
| Minimal working experience desired: | 2 years |

We are not a competitive football development program 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

