

**REQUEST FOR EXPRESSIONS OF INTEREST
FINANCIAL CONSULTANCY SERVICES**

1. **Location of the Consultancy:** Home based/Remote with potential for travel within Kenya
2. **Duration of Consultancy:** 4 Months (1st September – 31st December, 2025) with possibility of extension subject to fund availability and satisfactory completion of deliverables.
3. **Nature of the consultancy:**

To support the Brigadier Boinett Foundation on establishment of analyze existing financial structures and develop sustainable structures that are measurable and comply with industry standards.

4. Project Context and Scope:

The Brigadier Boinett Foundation, founded by Brigadier (Rtd) Wilson Boinett, aims to provide young generations with the opportunity to explore Kenya's rich natural and cultural heritage. In 2025, the Foundation started to formalize its structure in order to expand its impact and adhere to global donor structures.

The foundation is looking for a consultant to support the undertaking of

- 1) An assessment of the current financial and budget structures and develop a functional, interoperable and digital reporting platforms that will satisfy taxation and budget requirements of Kenya Revenue authority as well as donor requirements.
- 2) Risk Management and Compliance:
 - a. Risk Assessment: Identifying and mitigating financial risks specific to non-profit organizations.
 - b. Audit Support: Providing assistance with audit preparation and regulatory compliance.
 - c. Tax Advisory: Offering guidance on tax regulations and compliance for non-profits.
- 3) Accounting and Bookkeeping:
 - a. Financial Reporting: Preparing financial statements (balance sheets, income statements, cash flow statements) for internal and external stakeholders.
 - b. Donor Reporting: Assisting with donor reporting requirements and tracking donor funds.
 - c. Payroll Management: Handling payroll processing, tax compliance, and employee remuneration.
- 4) Financial Policies and Procedures:
 - a. Annual Budget Preparation: Develop a detailed annual budget template that forecasts revenues and expenses, aligning financial resources with strategic goals.
 - b. Cash Flow Management: Develop a tool for maintaining sufficient cash flow for timely payments and ensuring the organization can meet its financial obligations.

- c. **Financial Reporting:** Develop clear and accurate financial reporting templates, such as for Statement of Financial Position (Balance Sheet) & Income Statement, essential for transparency and accountability to stakeholders.
- d. **Internal Controls:** Develop workflow for implementing robust internal controls, including checks and balances, to help prevent fraud, misuse of funds, and misappropriation of assets.
- e. **Procurement Policies:** Establishing clear guidelines for purchasing goods and services, ensuring value for money, ethical conduct, and compliance with grant conditions.
- f. **Spending and Reimbursement Policies:** Defining allowed expenses, outlining reimbursement procedures, and specifying who has the authority to approve expenses.

5. **Education, Experience and/or skills required**

Academic background:

Bachelor's in accounting, Finance or related field (Master's is an advantage)

Certified Public Accountant with Membership in a recognized professional accounting body

Additionally, the consultant should meet the following attributes:

- Strong analytical and problem-solving skills.
- Excellent communication and interpersonal skills.
- Knowledge of health information management systems and data analysis.
- Excellent knowledge of Microsoft tools- Microsoft power platform/applications
- Excellent knowledge of accounting software (QuickBooks, SAP, Microsoft dynamics etc.)
- Experience as a Finance manager or chief financial officer
- Demonstrated ability to manage multiple stakeholders.
- Experience in managing NGO or INGO budgets (donor compliance experience)
- Strong knowledge in Kenya tax regulation and compliance. Experience in management of USA tax regulations for foundations is an advantage i.e. Section 501 (c) (3).

6. **Closing date:** The closing date for applications is 25th August 2025.

7. **Expression of Interest:** If interested in the consulting work, please provide us with the following information to info@brigadierboinettfoundation.org

- A cover letter demonstrating how you meet the criteria described above
- A copy of your Curriculum Vitae
- Your availability
- Names and contact details for three professional references

www.brigadierboinettfoundation.org

Contact us: info@brigadierboinettfoundation.org

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