

TERMS OF REFERENCE FOR FINANCIAL DATA MIGRATION.

WildlifeDirect Kenya is inviting applications for financial data migration assignment.

Objectives of the Assignment

The main objective is to ensure accurate and complete data migration from QuickBooks to Dynamics 365 Business Central system from January to December 2022.

Scope of Work

In order to fulfill the above objective, the Systems Data Migration Officer under the direct supervision of the Finance and Admin Manager and guidance by the systems provider will pay particular attention and carry out the following:

- i) Migrate master data in the following modules; Finance, Procurement, Fixed Assets Projects, Payroll and self-service.
- ii) Post closing and audited balances as at 31.12.2022 including and not limited to; list of donors, project outlines and activities with respective budgets, receivables, payables, bank details and fixed assets.
- iii) Migrate transactional data from January to December 2022 in the respective modules.
- iv) Post budgets data from Quickbooks and excel spreadsheets up to December 2022.
- v) Recognize/post all received incomes into the new system,
- vi) Post all bank and ledger balances and reconcile to the most current information.
- vii) Carry out systems reconciliation ensuring complete and accurate data transfer.
- viii) Review and ensure that Wildlife Direct's Kenya's financial data is complete, accurate, reliable and legitimate as relates to the incomes and expenditures.

Outputs/Deliverables

The Data officer will at the end of the assignment prepare and submit the following: -

Reconciliation of data in Quickbooks and Dynamics 365.

Comparison report of the 2 system's data.

Summary/check list of migrated data to ensure complete transition by December 2022.

Qualifications profile

The Migration Officer must be well versed with use of QuickBooks and Dynamics 365 Navision systems, with a good grasp of Finance, Procurement and projects management and should have the following qualifications:

- First degree in Finance or related Field.
- 3 years' experience in similar assignments.
- Experience with not-for-profit organizations/NGOs
- The candidate should be available to commence immediately for a duration of 2 months on a temporary engagement.

Mode of Application

Complete Applications and Curriculum Vitae with subject "Data migration officer" clearly indicated on the subject line should be sent to the below email address:
recruitment@wildlifedirect.org

The CVs shall include details of assignments carried out by the concerned staff, including ongoing assignments indicating capability and capacity to undertake the assignment.

Closing date for submission of complete applications is **on or before 27th October 2022**.