



Africa Harvest Biotech Foundation International (AHBFI)
 Washington DC ♦ Nairobi ♦ Johannesburg ♦ Toronto ♦ Lusaka

CAREER OPPORTUNITY

POSITION: PROGRAM DIRECTOR- FINANCE

Africa Harvest Biotech Foundation International (Africa Harvest) is an International Non-Governmental Organization with Headquarters in Nairobi, Kenya working with rural communities across Kenya & Africa to address challenges of food, nutrition, and income insecurity by streamlining agricultural value chains.

Our Mission is to disseminate appropriate innovative agricultural technologies and institution approaches through the whole value chain to improve the livelihoods of rural communities.

Africa Harvest wishes to invite competent and dedicated individuals to apply for the role of **Program Director- Finance**.

JOB TITLE: PROGRAM DIRECTOR -FINANCE	
TEAM/PROGRAMME: Finance	LOCATION: Nairobi.
REPORTING: Chief Executive Officer	CONTRACT LENGTH: (3 years) with a possibility of renewal
<p>ROLE PURPOSE: The Program Director- Finance will be responsible for the overall financial management of programs and awards through effective program, financial and award management. The Program Director-Finance will also provide financial insights and leadership to drive the Africa Harvest’s growth and sustainability, while managing a team of competent finance and accounting professionals.</p> <p>KEY AREAS OF ACCOUNTABILITY:</p> <p>1. Finance Policies and Procedures Implementation</p> <ul style="list-style-type: none"> • Identify risks associated with partner capacity and compliance with the organization’s rules and regulations and make recommendations to address these risks. • Provide a guarantee on the soundness of analysis, good business judgment, compliance with policies and procedures, adequacy of results and that all costs and reasonable fees have been provided for. • Demonstrate strong grasp of accepted accounting principles like in-depth working knowledge of GAAP, IFRS • Support in preparation of program proposals such as bid-no bid requirements, cost estimation, pricing, RFP review, risk mitigation and general negotiation. • Lead collaboration with teams to oversee financial policies and procedures supporting administration and management of the award agreements and sub-agreements; • Implement financial oversight mechanisms to ensure financial integrity and compliance with donor requirements across the programs. • Coordinate any internal or external financial audits <p>2. Grant management</p> <ul style="list-style-type: none"> • Serve as the financial liaison to donors and represent the organization at any of donor and project partner meetings. 	

- Take lead on resource mobilization and donor contract management, through being the lead in development of proposal budgets in conjunction with program teams and development cooperation, donor awards budget monitoring and financial reporting and also leading in program specific audits.
- Supervise processing of sub-grants and issuance of payments, transfers and transactions to locally engaged partners.
- Oversee pre-award and post-award activities including asset control, timely reporting and contract fulfilment to check against payment.

3. Budgets Management

- Spearhead, coordinate and ensure accuracy and alignment of the institutional annual budget to available award funds in collaboration with departmental team.
- Monitor and support completion of financial reports for sub awards/contracts.
- Ensure proper accounting and closing of books upon receipt of completed reports and documents from various field offices
- Ensure that donor financial reports and narrative reports align
- Ensure verification and tracking of budget and expenditures vis-à-vis sub-grant awards
- Ensure proper reporting, documentation and overall deliverables are reviewed by the program's Senior Management and signed off on prior to issuance of payment.

4. Financial Accounting, Reporting, and Control

- Prepare comprehensive financial models for various programs to deliver cash flow forecast, scenario analysis, risk assessment and return analysis
- Work closely with the project teams to identify, analyze and execute the most optimum financing solution for programs (including debt and equity)
- Coordinate with finance providers on due diligence, term sheet negotiations and documentation
- Work with legal, compliance and program teams to ensure timely compliance with all conditions precedent and other obligations.
- Support senior management in various program financing related matters on an ongoing basis
- Ensure high quality finance information is provided and analyzed to enable effective decision making.
- Develop expenditure procedures, especially around procurement;
- Conduct finance training for staff in the field and partners as necessary

5. Staff Management, Mentorship, and Development – Finance team

Leadership and performance management. Supporting growth and development of staff under function, ensuring they meet their objectives and support the organization's strategy.

QUALIFICATIONS:

- BA Degree in Finance and Accounting, Business Administration, or other relevant discipline.
- Master Degree in Finance and Accounting, Business Administration, or other relevant discipline will be an added advantage.
- Chartered Accountant (CPA, ACMA, ACA, ACCA).
- Training in Project Management will be an added advantage.
- 10 years management experience in nonprofit environment, of which 5 years at a management level within the finance and administration department of an international organization

- Particularly strong financial modelling skills, capable of building from scratch sophisticated program financial models.
- Strong demonstrable use of advanced MS-Excel is a must.
- Knowledge of finance documentation and experience of handing financial closing work (either as project/program developer or as lender) is essential.
- Strong analytical, data mining ability
- Understanding of audit management.
- Thorough knowledge of accounting procedures
- In-depth understanding of Generally Accepted Accounting Principles (GAAP)
- Hands-on experience with accounting software packages, like Fresh Books and QuickBooks
- Ability to work independently in a diverse environment

ADDITIONAL EXPERIENCE AND SKILLS:

- Excellent skills in leadership and managing teams.
- Skills in project management and administration.
- Excellent Financial management skills
- Proven ability in developing and maintaining close relationships with multi-level stakeholders and partners.
- Strong report writing and presentation skills;
- Strong team player, with the ability to work in a collaborative and consultative manner
- Skills in networking, coordination and collaboration with diverse stakeholders

Additional job responsibilities

The duties and responsibilities as set out above are not exhaustive and the role holder may be required to carry out additional duties within reasonableness of their level of skills and experience.

TERMS OF SERVICE:

This is 3year performance based renewable contract.

The Terms of Service include a competitive remuneration and a generous medical scheme

The applicants should provide full details of educational and professional qualification, work experience, applicant's telephone number and e-mail address.

Candidates should also provide the names and contacts of three (3) referees who are conversant with their competence in respective areas of specialization.

Interested candidates who meet the required qualification and experience are invited to submit their application through this **email: hr@africaharvest.org** with '**Program Director - Finance**' in as the subject of your email.

***Applications should be received not later than,
5.00 PM EAT on 30th July 2024***

ENQUIRIES:

For more details related to Africa Harvest, Job specifications and general requirements, kindly visit our website: **www.africaharvest.org**

Africa Harvest is an equal opportunity employer and canvassing will lead to automatic disqualification.

Women and persons with disability are encouraged to apply.