

VACANCY ANNOUNCEMENT

Finance Manager





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The African Biodiversity Network (ABN) is a regional network that aims to ignite and nurture a growing network of individuals and organizations across Africa. ABN envisages vibrant and resilient African communities rooted in their biological, cultural, and spiritual diversity, governing their lives, livelihoods and living in harmony with nature. ABN has 41 partners and allies ranging from small Community-Based Organizations (CBOs) to large coalitions of CBOs and Non-Government Organizations (NGOs), drawn from fourteen African countries. For more information about ABN, please refer to our website: www.africanbiodiversity.org.

The ABN is seeking to recruit a devoted, focused professional in the position of **Finance Manager** to be based at its Secretariat office located in Thika, Kenya. It is a one year employment contract renewable subject to satisfactory performance and funds availability.

Role Description

Reporting to the General Coordinator, the Finance Manager will be responsible for ensuring sound financial management practices are in place and consistently implemented; oversee successful management of day-to-day financial transactions. He/She will also be required to support the ABN implementing partners to strengthen their Financial Management systems as necessary. The incumbent will be required to travel within and outside Kenya for work related assignments.

Key Responsibilities

- i) Ensure the Board, the GC, management and all other stakeholders have relevant, timely and reliable financial information capable of providing a sound basis for decision-making and performance evaluation.
- ii) Ensure there is prudent management and adequate control over ABN resources.
- iii) Financial transactions are conducted accurately, efficiently and in accordance to approved policies and procedures.
- iv) Conduct organizational financial planning and development of monthly cash projections including bank reconciliations and grants spending plans for approved projects.
- v) Coordinate external and donor audits and ensure that audit is completed without any disruptions.
- vi) Facilitate funds forwarding (sub-granting) to ABN implementing partners and other stakeholders (as need arise) in various countries.
- vii) Ensure compliance with statutory and other professional requirements in Kenya and beyond.
- viii) Prepare grant budget proposals in collaboration with Program and Finance staff including revising grant budgets to support grant realignments as may be required.
- ix) Review and manage procurement process and procedures at the ABN secretariat.
- x) Other duties as assigned by the GC.

key qualifications and attributes

- i) A minimum of Bachelor's Degree in Accounting or Finance, or a related field and CPA (K) or ACCA.
- ii) Minimum of ten years' relevant experience in a not for-profit organization.
- iii) Experience working with a network or an umbrella organisation in development sector will be an added advantage.
- iv) Conversant with funds forwarding procedures to implementing partners in Kenya and other African countries.
- v) Knowledge and implementing experience of GAAP.
- vi) High level of proficiency with the entire MS Office suite, especially Excel and NGO accounting systems.
- vii) Excellent organizational skills and attention to detail.
- viii) Ability to carry out responsibilities independently makes decisions and exhibit flexibility and at times work under pressure as work deadlines may demand.
- ix) Willing and able travel within and outside of the Kenya.
- x) A team player with the highest level integrity.

Method of Application

If Interested and qualified, please email cover letter and resume to abnsecretariat@africanbiodiversity.org with subject **Finance Manager** to reach us **Monday 30th January 2023, 5pm EAT**. The cover letter should state your **current** and **expected salary**, contacts for at least 3 referees and the earliest date you can take up the role with ABN if you emerge successful for the job.

ABN is an equal opportunity employer. Only shortlisted candidates will be contacted.