



FOR WOMN'S HUMAN RIGHTS

<b>Position Title</b>	Finance & Operations Associate
<b>Position Location</b>	Nairobi, Kenya Office
<b>Reporting to</b>	Director Finance & Operations
<b>Contract Type</b>	Open-Ended
<b>Start Date</b>	January 2023
<b>Vacancy Announcement Date</b>	15 November 2022
<b>Applications Closing Date</b>	12 December 2022

### Who we are

Urgent Action Fund-Africa (UAF-Africa) is a consciously feminist and womn's human rights pan-African Fund, registered in Kenya and Zimbabwe. Operating as a virtual organisation, the Fund boasts of strategic presence in Africa's five sub-regions- East Africa: Nairobi & Makuyu-Kenya, Kampala-Uganda and Addis Ababa-Ethiopia; North Africa: Cairo-Egypt; Central Africa: Bujumbura-Burundi; Southern Africa: Harare- Zimbabwe, Lilongwe & Blantyre- Malawi, Antananarivo, Madagascar, Johannesburg & Capetown-South Africa and West Africa: Benue State -Nigeria and Parakou- Benin and Yaoundé and Doula Cameroon and Lomé, Togo. Recognising the need to move resources rapidly on a continent where opportunities and threats arise and decline quickly, UAF-Africa uses a Rapid Response Grant making mechanism to support unanticipated, time sensitive, innovative, and unique initiatives that promote women's agency in democratic governance, economic, environmental and climate justice, natural resources governance and conflict transformation while protecting their personhood, integrity, and rights.

### Position Overview

The purpose of the position is to provide financial management support to UAF-Africa financial operations, including and not limited to accurate budgets development, grant administration, preparation of management reports, cash flows and statutory compliance, oversee the implementation of the finance system, policies and procedures under the direct guidance of the FOD.

### Specific Responsibilities

#### Financial Management Support

- Preparation of payment vouchers after validation of the underlying documents
- Ensure that cheques are properly delivered, and receipts are filed
- Updating the cashbooks and carrying out monthly bank reconciliations
- Recording all transactions and updating on QuickBooks
- Filing monthly statutory returns such as PAYE, NSSF, NHIF etc

- Establishing the cash requirements for the office and ensure timely accounting and replenishment of petty cash. Prepare the petty cash vouchers and ensure the supporting documents are complete.
- Ensuring that all accounts records are filed in an orderly manner.
- Assisting in the production of the monthly accounts.
- Logistical support for travel, visa applications, participation, and various bookings for our convenings and staff retreats.
- Managing the purchase, distribution, use and repairs of all office equipment e.g., computers, printer/scanner, fittings etc.
- Maintaining and managing a suitable stock of office stationery.
- Updating the fixed assets register & office equipment list and ensure safe use/custody. Ensure all our equipment and the car is insured
- Working with IT service providers ensuring that all computers have appropriate software, back-ups, and antivirus and so on.
- Overseeing all administrative filing and records, and archiving
- Providing support to the office in all administrative matters
- Managing the Office Assistant
- Undertaking any other duties that may be requested by the Director of Finance & Operations.
- Providing periodic reports for internal/external communications to the team and other stakeholders.
- Assisting the Finance team to prepare finance reports for presentation to the Board, potential donors, for reporting purposes as and when required.
- Coordinating with HR to ensure timely preparation of payroll and other staff entitlements;
- Co-signatory for payments within set limits.
- Carrying out monthly bank reconciliations
- Agent to the bank i.e. taking wire instructions and other letters to the bank, cashing cheques and depositing cash refunds;
- Maintaining open and fluid communications with all vendors and contractors.
- Any other responsibilities as assigned.

#### **Programs and Administrative Support**

- Provide logistical support for travel, participation at meetings and various bookings for convenings, and staff retreats;
- Sourcing office supplies and services;
- Monitor the work of the Office Assistant in ensuring the smooth running of the Nairobi office and staff working virtually across the African continent;
- Ensure updating of the fixed assets register & office equipment list, and ensure safe use/custody;
- Ensure all Fund's equipment and assets are fully insured at all times.

#### **Financial Operations and Management**

- Maintenance of documented accounting policies and procedures;
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- Compute various financial reports in a timely way and in the required format.
- Liaise with the external auditors for project audits and institutional audits, and implement audit recommendations
- Assist the FOD to forecast cashflow position and available funds for investment activities;

- Monitor cash/bank balances for effective reporting.
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- Ensuring compliance to statutory regulations e.g. NGO returns
- Delivering wire instructions to the bank and following up, when required.
- Assist the FOD to forecast cashflow position and available funds for investment activities;
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- Monitor cash/bank balances for effective reporting.

## **Budgeting**

### **Other Responsibilities**

- Providing periodic reports for internal/external communications to the team and other stakeholders;
- Assisting the Finance & Operations Director to prepare finance reports for presentation to the Board as and when required;
- Maintaining open and fluid communications with all vendors and contractors;
- Any other responsibilities as assigned by the Finance & Operations Director.

### **Qualifications**

- Bachelor's degree in Business Studies/ Accounting or equivalent
- CPA (K)

### **Skills and Experience**

- 4-6 years overall experience and out of which at least 1-3 years experience supervising junior roles.
- Budgeting and financial management skills.
- Working knowledge of feminist and women's rights organisations and movements;
- An appreciation of gender equality and women's rights issues, particularly in the African settings;
- Ability to interface sensitively with people from various social, economic, political, cultural and religious backgrounds;
- Budget and financial management skills-
- Familiarity with grantmaking is an added advantage;
- Experience working with Salesforce software an added advantage.
- Good communication skills
- Strong problem solving skills and the ability to exercise sound judgement and make decisions based on accurate and timely analysis
- High level of integrity and commitment.
- Passionate about UAF-Africa's mission, committed to teamwork, and achieving results through effective teams.

### **Work Environment**

This is a regional position that involves some national, regional and international travel. UAF-Africa is an equal opportunity employer that does not discriminate in its hiring practices. In order to build the strongest possible workforce, UAF-Africa actively seeks a diverse applicant pool. The Fund is committed to creating an inclusive environment for all employees. **The position will be based in Nairobi, Kenya.**

**How to Apply**

Candidates interested in applying for this role need to register on UAF-Africa website & apply for this role using the below link:

<http://uafahrrec.peopleshr.com/>

No phone calls please.

We thank all those who apply, but only shortlisted candidates will be contacted. To learn more about UAF-Africa and our programs, please visit our website at <http://www.uaf-africa.org/>