



FOR WOMEN'S HUMAN RIGHTS

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|---------------------------|--------------------------------|
| Position Title            | Finance & Operations Assistant |
| Position Location         | Nairobi, Kenya                 |
| Reporting to              | Finance & Operations Manager   |
| Last date to apply        | Open Until Filled              |
| Contract Type             | 2 years Fixed term contract    |
| Start Date                | As soon as possible            |
| Vacancy Announcement Date | 30 April 2026                  |

### Who we are

Urgent Action Fund-Africa (UAF-Africa) is a consciously feminist and women'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 three sub-regions- East Africa: Nairobi- Kenya, Kampala-Uganda; Southern Africa: Harare- Zimbabwe, Lilongwe- Malawi, Antananarivo- Madagascar, Johannesburg, Pretoria & Cape Town- South Africa, Gaborone- Botswana; and Central Africa: Yaoundé & Douala - Cameroon. 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 position provides support to the Finance & Operations portfolio by providing robust financial administration through efficient use of the Fund's resources, assist with maintaining financial records in support of accounting activities, preparing reports, payments and reconciliations, executing transactions, and analysing financial data to provide insights for decision-making, and statutory compliance under the direct guidance of the Finance & Operations Manager.

### Specific Responsibilities

#### Financial Operations and Management Support

- Preparation of payment vouchers upon validation of underlying documents.

- Updating QuickBooks.
- Conducting monthly bank, cash and credit card reconciliations.
- Monitor cash/ bank balances for effective reporting.
- Filing monthly returns such as PAYE, NSSF, NHIF and ensuring compliance with statutory regulations, e.g., NGO returns.
- Assisting in liaising with HR to ensure the timely preparation of payroll and other staff benefits.
- Assist in the review of petty cash for the Nairobi Office, Harare Office and the healing farm.
- Assist in the preparation of various financial reports in a timely and required format.
- Assist with project audits and institutional audits processes and implement audit recommendations in day-to-day delivery.
- Assist with the preparation of annual budgets, proposal budgets and donor financial reports.
- Assist to monitor budgets to ensure that there are sufficient funds for planned program activities as assigned by the supervisor.
- 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.
- Maintain portfolio electronic and hard copy filing system for ease of reference and retrieval.

### **Grantmaking Support**

- Grants administration- assist in the timely voucher preparation of sub-grants awarded upon validation of underlying documents, and inform the grantmaking team
- Assist with initiating the payment instructions at the bank for all grants awarded after verifying the underlying documents to support the payments.
- Assist in updating the grantmaking database. Generate data & reports from the database as a source of information for complementary portfolios.
- Assist the Grantmaking & Finance functions in the preparation of Fund-related reports for Heads of programmes and funding partners.
- Assist in monitoring expenditure and compiling BVA reports for various programmes/projects and continuously update UAF-Africa's finance plan.
- Keep grantees informed on the status of the grant awards, including confirming with all that they received the funds.

- Assist in reviewing grantee's financial reports, including their supporting documents, and offer feedback as guided by the supervisor.

### **Other Responsibilities**

- Providing periodic reports for internal/external communications to the team and other stakeholders.
- Work with the Operations team in ensuring the smooth running of the Nairobi office and staff working virtually across the African continent.
- Maintaining open and fluid communications with all vendors and contractors.
- Any other responsibilities as assigned within the portfolio.

### **Qualifications**

- Bachelor's degree in Finance, Accounting, Economics, Business Studies or equivalent
- CPA Part II or equivalent

### **Skills and Experience**

- Minimum of 3 years' relevant work experience working in or with organisations in Africa, preferably women's rights or social justice-oriented organisations.
- Familiarity with grantmaking is an added advantage.
- Experience working with QuickBooks software is an added advantage.
- Excellent written and verbal communications in English. French linguistic abilities would be plus.
- Strong analytical, presentation, planning and organisational skills.
- Ability to perform detailed work, frequently of a confidential nature and/or to handle a large volume of work systematically, optimally and accurately.
- Passionate about UAF-Africa's mission, committed to teamwork, and achieving results, including a commitment to trust-based transformative grantmaking, community-led development, and grassroots movement building.
- Experience working in a virtual setup with seamless task coordination, managing multiple deadlines.
- Proven experience working effectively in a cross-cultural team.
- Flexible and willing to perform other tasks as assigned, in a fast-paced, team-oriented work environment

- UAF-Africa is a part of a global UAF-Sisterhood network, and staff are expected to occasionally work collaboratively with UAF-Sister Funds.

### **Work Environment**

This is a regional position that involves some national and regional 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 is based in Nairobi, Kenya.**

### **How to Apply**

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

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

No phone calls, please.

We thank all applicants, 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/>.