



FOR WOMEN'S HUMAN RIGHTS

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| Position Title | Finance & Operations Director |
| Position Location | Nairobi, Kenya |
| Reporting to | Executive Director |
| Last date to apply | Open Until Filled |
| Contract Type | 2 years Fixed term contract |
| Start Date | As soon as possible |
| Vacancy Announcement Date | 1 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 is responsible for providing strategic leadership in financial stewardship and operational excellence. Overseeing the financial and operations management and ensuring that financial information for the Fund is complete, accurate, in compliance with global best practices, Generally Accepted Accounting Principles (GAAP), applicable tax regulatory requirements and other laws, and the Fund's policies and procedures. The primary objectives of Finance & Operations Director are to manage and secure the financial resources of the Fund; dealing with the planning, organising, and controlling of financial activities like the procurement and utilisation of funds. To oversee the utilisation of resources, and to assess the systems to ensure effective and efficient utilisation of organisational resources, enabling the Fund to deliver on its mission across Africa.

Specific Responsibilities

- Support resource mobilisation through compiling/ approving proposal budgets, financial reports, independent and project audits and financial surveys.
- Grow and invest the reserve funds, assessing investment risks and opportunities across the portfolio.
- Lead and support grant proposal development by providing clear financial projections and budget justifications, ensuring proposal compliance check, adequate coverage of operational costs, and alignment to donor requirements and UAF-Africa's policies.
- Assess and mitigate financial and operational risks through strong internal controls procedures.

- Analyse, develop and implement procedures to strengthen the Fund's processes and ensure they function within the parameters of donor requirements and global best practices including implementation of the finance, procurement, operations & ICT policies.
- Ensure compliance with donor requirements through timely, accurate financial reporting and the management of donor-specific audits.
- Ensure compliance with various statutory obligations including Public Benefits Organisations Authority, KRA, SHA, NSSF, HELB, Immigration Contract administration & management of outsourced services.
- Manage & monitor organisational and donor budgets including development of institutional budget that is subsequently approved by the Board.
- Monitor cashflow on a regular basis, bank balances and allocation of costs, foreign exchange exposure.
- Provide governance support through Board reporting, statutory audits and strategic engagement with auditors and financial advisors.
- Approve payments within the relevant threshold upon verifying the validity of the underlying documents.
- Streamline financial operations, including reconciliations and approvals, while leading the implementation of integrated ERP systems.
- Serve on the Senior Management Team, shaping the Fund's strategic direction and promoting a culture of integrity and transparency aligned with its values.
- Lead and mentor the Finance, Operations and ICT teams, fostering a collaborative environment and building capacity in financial processes and compliance.

Qualifications

- Master's degree in finance management or related field.
- Professional qualification (ACCA/CPA/CFA) with membership to the relevant professional bodies.

Skills and Experience

- Minimum of 15 years' relevant work experience with 6-8 years managerial experience working in or with organisations in Africa, preferably women's rights, development or social justice-oriented organisations.
- Proven track record of developing and implementing organisational policies, procedures, and internal controls.
- Experience in budgeting, financial analysis, and reporting, preferably in an NPO context.
- Knowledge of various accounting software is required.
- Excellent written and verbal communications in English.
- Strong analytical, problem-solving, critical thinking, 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 and 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, regional and international travel. UAF-Africa is an equal opportunity employer that does not discriminate in its hiring practices. 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 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/>.