



FOR WOMEN'S HUMAN RIGHTS

Position Title	Finance Officer
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	12 th May 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 and processing of payments after verifying the supporting documents and ensure proper delivery of cheques and filing of receipts.
- Updating cashbooks and perform monthly cash and bank reconciliations.
- Review and reconciliation of staff advance and recording the same in the system
- Liaise closely with HR to review and reconcile the staff benefits accounts
- Monthly payroll reconciliations and payments
- Ensure compliance with statutory requirements including filing of monthly statutory returns and reconciling the same with the relevant government bodies
- Determine the office's cash requirements, ensuring timely accounting and replenishment of petty cash with complete supporting documents.
- Lead in preparing the monthly accounts and record all transactions in QuickBooks.
- Update and maintain the fixed assets register and reconcile the general ledger including calculation of depreciation
- Support the Finance & Operations Manager to prepare financial budgets and financial reports for donor proposals, presentations and other engagements.
- Update budget trackers and report any variances.

- Provide periodic reports for internal and external communications to the team and stakeholders.
- Assist in procurement processes, ensuring compliance with procurement policies and donor requirements.
- Collaborate with the supervisor and other team members in preparation for periodic financial audits.
- Maintain organized filing of all account records.
- Supervise the work of the junior staff within the portfolio.
- 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
- CPAK/ ACCA Qualification

Skills and Experience

- Minimum of 5 years' relevant work experience with 2-3 years in supervisory 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.
- Good attention to detail and ability to work with minimal supervision
- 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/>

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/>.