

Finance Officer Job Reference FO02/2018



Our client the Alliance for a Green Revolution in Africa (AGRA), is an African-led African-based organization that seeks to catalyze Agriculture Transformation in Africa. AGRA is focused on putting smallholder farmers at the center of the continent's growing economy by transforming agriculture from a solitary struggle to survive into farming as a business that thrives. As the sector that employs the majority of Africa's people, nearly all of them small-scale farmers, AGRA recognizes that developing smallholder agriculture into a productive, efficient, and sustainable system is essential to ensuring food security, lifting millions out of poverty, and driving equitable growth across the continent.

AGRA is rolling out a new 5-year strategy to catalyze and sustain an Inclusive Agricultural Transformation in Africa to increase incomes and improve food security for 30 million farmers. Under this strategy, AGRA will deliver through an approach that simultaneously catalyzes change at farmer level, strengthens input and output market systems and puts government at the center to enable and champion private-sector-led agricultural growth at national level.

To support this transformation, AGRA is seeking to recruit an experienced and exceptional individual to the position of **Finance Officer** – Project Finance. The position will be based in Nairobi, Kenya.

Position Summary

Reporting to the Senior Finance Officer – Project Finance, the Finance Officer is responsible for linking the program team (who serves as the financial liaison to all donors, and represent AGRA at any of donor and project partner meetings and ensures consolidation of the periodic award budgets, financial reports, strong tracking of program expenditures, continual analysis of project cash flow, ensuring compliance with AGRA's and donor policies), and finance department (responsible for the overall financial management of AGRA's projects).

Key Duties and Responsibilities

Financial Management

- Support in ensuring the accuracy on postings that confirm to the project design, and budgets;
- Provide overall financial oversight to AGRA programs at all stages including timely preparation of budgets, and financial reports;
- Maintain primary relationship with donors. Correspond with donors on all financial requests and questions;
- Develop and update project-specific budget and financial reporting templates for AGRA and sub-recipients, as requested by the donor;
- Ensure all Project Audits are conducted on time and audit findings resolved adequately; and
- Assist the Financial Management team and CFO to prepare the institutional budgets and budget narratives that are accurate, reasonable, consistent with the strategy, and adhere to donor and AGRA policies.

Project Management

In conjunction with the Grants Unit & Programs teams:

- On a monthly basis, track and report consolidated project expenses, burn rates, and cash received from donors/ funders;
- Prepare consolidated financial reports for projects based on the contract obligation schedules;
- Maintain and monitor a consolidated sub-award financial tracking tool for the whole project. Ensuring the Grants schedule is up to date;
- Provide periodic budget monitoring reports to the project teams to guide in decision making with the ultimate aim of meeting donor expectations; and
- Ensure grant committee has all the financial data required to comply with the specific donor sub-award requirements.

Award Management

In consultation with the Resource Mobilization Unit:

- At the proposal stage, review all financial implications of grant agreements and contracts to ensure that all cost drivers are sufficiently addressed and cost elements adequately factored in the proposal;
- Ensure Resource Mobilization has all the financial data required to comply with funding requirements;
- Ensure key processes are followed so that Award risk assessment receives consistent attention and direct support;
- Work closely with the Strategy team to track and ensure projects are aligned to the AGRA institutional strategy and provide feedback on areas of deviation; and
- Work closely with M&E team on the alignment of project financial reports to the results framework.

Training and Capacity Building

- Provide expertise, advice, and training to Program staff to build their understanding of financial terms, conditions, and standards to ensure that programs are delivered with minimized compliance risk; and work collaboratively with GST teams to train and build capacity of local staff; and
- Travel to train and support colleagues, monitor financial management of the projects, and conduct site visits to project locations and sub-recipient offices to ensure compliance risk and financial controls are adequate.

Standards and Systems Development

- Collaborate with colleagues to implement guidelines, procedures, standards, work processes, manuals, metrics, and methodologies for a successful and comprehensive financial management system applicable to all projects;
- Contribute to the development of Navision and any other financial implementation toolkit in collaboration with the Finance colleagues to ensure effective and efficient financial clarity; and
- In conjunction with the Programs, Grants, Operations Units, stay abreast of any new donor financial regulations and ensure alignment with AGRA policies.

Key Qualifications and Experience required

- At least 8 years of professional experience in accounting, finance, or financial monitoring;
- A Bachelor's degree in accounting or finance, or equivalent work experience;
- CPA certification;
- Experience in working with similar organizations or institutions is essential;
- Knowledge of program finance documentation and experience of handling financial closing work (either as project/program developer or as lender) is essential as well as working with donors such as USAID, EU, DFID, BMZ and other large institutional and foundations;
- Computer proficiency in the use of MS Excel, presentations and reporting software;
- Experience with general accounting functions;
- Hands-on experience with accounting software packages preferably Navision and other ERPs;
- Ability to work independently in a diverse environment; and
- Highly organized, results and detail orientated with a hands-on approach.

An attractive remuneration package commensurate with the responsibilities of the position will be negotiated with the successful candidate.

AGRA is an equal opportunity employer committed to diversity and gender equity within the organisation. Canvassing will automatically lead to disqualifications.

If you believe you are the right candidate for this position, kindly submit your application with a detailed CV in English (including your e-mail address and telephone contacts to esd@deloitte.co.ke on or before **9 March 2018**, quoting the job reference number, and addressed to:

**The Director,
Executive Selection Division Deloitte Consulting Limited
Deloitte Place, Waiyaki Way - Westlands,
P.O Box 40092 - GPO 00100,
Nairobi, Kenya
Email: esd@deloitte.co.ke**

For more information on AGRA, applicants can visit www.agra.org

Note: Only shortlisted candidates will be contacted.

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