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| <b>Position Title</b>    | Manager- Finance and Grants                                  |
| <b>Job Grade</b>         | D Upper  |
| <b>Department</b>        | Finance and Grants Management                                |
| <b>Reporting to</b>      | Executive Director   |
| <b>Direct Reports</b>    | Financial Accountant, Grants Accountant, Procurement Officer |
| <b>Duration</b>          | 3 years  |
| <b>Position Location</b> | Nairobi, Kenya   |

## Organisation Overview

The African Academy of Sciences (AAS) is a non-aligned, non-political, not-for-profit pan-African organisation headquartered in Nairobi, Kenya, whose vision is to see transformed lives on the African continent through science. Our tripartite mandate is (1) recognition of excellence through the AAS' highly prestigious fellowship and award schemes, (2) provision of advisory and think tank functions for shaping Africa's Science, Technology, and Innovation (STI) strategies and policies, and (3) implementation of key STI programmes addressing Africa's developmental challenges. The current strategy for the AAS focuses on five strategic focus areas: Environment and climate change, health and wellbeing, natural sciences, policy and governance and social sciences and humanities. The AAS' mission is to leverage resources through excellence and thought leadership for sustainable development.

## Position Overview

The Head of Finance and Grants Management provides the overall leadership and management of the finance function, to promote financial stewardship, accountability, reliability and accuracy of financial reports, to develop, define and implement financial policies and to ensure effective resource acquisition, utilization and safeguarding of the organizational assets.

## Principal Duties and Responsibilities:

### 1. *Financial Planning and Budgeting*

- Coordinate the financial planning and budgeting process by providing leadership in preparation of the annual budget and consolidating all program/project budgets into the overall organization budget according to prescribed formats and standards.
- Coordinate with program/project management staff closely in the preparation of proposal budgets as well as any budget revisions as necessary, ensuring all the necessary costs are included in grant budgets.
- Prepare annual detailed core office management support/administrative/overhead budget; ensuring the budgets incorporate core staff structure, and infrastructure for the organization.
- Develop/maintain a system of tracking all funding raised by the organization ensuring all the relevant key information pertaining to each grant/funding source such as project no. project description, start date, end date location total commitment per agreement, total amount received plus other information is captured.

- Provide management with support in financial analysis and forecasting/projections that provide the ability to forecast scenarios, keeping the management updated on the funding situation at all times including projected funding/cash deficits;
- Contribute to the development of the organizational strategic direction and priorities. Provide strategic input and financial management advice/assistance to the Executive Director on all critical decisions affecting the organization.

## 2. *Financial Management and Control*

- Supervise the finance system administration, Manage the process of automation, design and upgrade the financial systems resources to ensure that the organisation has a reliable, secure, readily available, efficient and effective finance systems and infrastructure.
- Coordinate the submission of timely, accurate and complete relevant financial reporting to the SMT for internal management use and in line with donor requirements.
- Ensure adherence to set policies, procedures and guidelines as stipulated in the organizational Financial Manual and other documents, including – but not limited to: cash management, grant compliance, planning & budgeting, year-end closing, funding carry-forward, accounting and reporting.
- Monitor actual expenditure against budgets enforcing discipline to ensure adherence to budget provisions. Initiate corrections and budget revisions where necessary in a timely manner.
- Provide regular analysis of Project/Grant financial reports and timely feedback to Project/Grant managers for program/project decision making.
- Support the ED with Internal/External Audit and follow up on implementation of audit findings and determine what support is needed to ensure complete implementation of all audit findings.
- Ensuring that the internal control environment is adequate to manage financial and governance risks.
- Facilitate management and other non-finance staff especially project/program staff in understanding and interpretation of financial statements.
- Ensure finance policies and procedures are understood by SMT, program management team and other technical staff as appropriate.
- Develop strong networks internally and externally (other NGOs, banking entities etc.) through effective communication, relationships for the benefit of the organization

## 3. *Treasury Management*

- Establish and maintain cash management systems that ensure the availability of cash/funds for project implementation and other office cash needs.
- Advise on placements and uplifting of investments as per the investment Policy 2 weeks before maturity of the fixed deposit.
- Ensure that the organization gets maximum return within desired risk profile, by negotiating rates with investment banks.
- Reviewing the investment policy to ensure that its implementable.
- Keeping abreast with market trends and portfolio's that would be favourable to AAS

## 4. *Grants Management*

- Ensure the grant management processes are adhered to through the grant life cycle, and development of SOP's and policies that are fit for purpose for the AAS grant portfolio.
- Provide oversight and review for all donor compliance checklist with key compliance regulations, requirements and specific timelines.
- Ensure all grant files are maintained with all key documentation related to the grant/funding: Key documents should include but are not limited to the following:
  - Grant agreements and amendments
  - Approved Proposals and grant budgets

- Interim and final donor financial reports
- Key correspondences with donors
- Review the reconciliation of actual cash/funding received against signed donor agreements and follow up on any outstanding out-standing items.
- Take lead in conducting financial due diligence for all grantee, ensure the award letter terms and conditions incorporate the assessments findings.
- Building financial governance capacity of grantee organization through training.
- Develop a financial grant management risk matrix for all grantees.
- Lead in undertaking the AAS due diligence by potential funders.
- Ensuring the organizations status in the various donor platforms are up to date and AAS can apply for grants from the donors. The platforms include SAM.GOV, FSD, PEE and EQ disclosure.

#### 5. *Procurement Management*

- Oversee the procurement of goods and services process and ensure that proper procedure and guidelines are followed;
- Review the procurement policy to ensure compliance and best practises;
- Manage the contracting process to ensure that third party vendors and consultants meet their expectations in service provision; and that AAS get value for money in procurement of good and services;
- Supervise, review, and build capacity of the procurement officer
- Train and create awareness on conflict of interest, Fraud and corruption to AAS Staff.
- Chair Procurement Committee meetings

#### 6. *Finance Team Management*

- Provide leadership to the day-to-day operations of the department, while maintaining focus on the company's strategic goals.
- Provide career guidance and avail learning opportunities and assignments to enhance engagement and career progression. Coordinate professional and personal development of finance staff through adequate orientation, on-the-job coaching, identification of learning, training needs and opportunities
- Maintain high morale through open, honest and consistent communication and meetings with employees
- Set performance expectations and conduct performance management evaluations in a timely manner to ensure superior levels of performance are maintained.
- Provide strong and positive leadership to the finance department ensuring competent and motivated staff are hired and retained, providing efficient delivery of services.
- Actively participate in the senior management team meetings, participate in the ARC meetings and follow-up on implementation of recommendations

### **Person Specifications**

#### **Academic Qualifications**

- Bachelor's degree in business administration, Finance or its equivalent from a recognized institution;
- Masters degree preferred (Finance, Accounting or Business Administration)

#### **Professional Qualifications**

- CPA (K) / ACCA or its equivalent
- Member of Institute of Certified Public Accountants or a relevant professional body

### **Experience and Knowledge**

- At least 10 years in Accounting and Finance, with at least three (3) years at a senior level;
- Technical skills in most if not all aspects of financial management with a focus on budgets and financial analysis, decision making processes, accounting policies and procedures,
- Working knowledge of International Financial Reporting Standards (IFRS) and International Accounting Standards (IAS)
- Good understanding of the grants management and finance management system
- Intermediate level proficiency in MS Office applications i.e. word, excel, PowerPoint, MS Project, Outlook .
- Ability to interpret long term plans, programs and budgets developed senior management level
- Project management skills and an ability to develop plans, programs, SOPS, and coordination of workflows
- Good understanding of Navision system

### **Competencies (Core and Managerial)**

Communication (C)

Accountability (C)

Innovation (C)

Knowledge sharing and continuous improvement (C)

Planning and organizing (C)

Results focus (C)

Teamwork (C)

Professionalism (C)

Building partnerships (M)

Driving and managing change (M)

Leading and empowering others (M)

Making quality decisions (M)

Managing performance (M)

Strategic thinking (M)

### **Skills and Attributes**

- Commitment to the Academy's mandate vision strategic direction, and priorities
- Proven skills in training and facilitation of capacity building with an ability to initiate and manage change and to recognize and adjust to rapidly changing conditions;
- Self-motivated, detailed oriented who enjoys working independently and as part of a team
- Diplomacy: He/she will be required to have the ability to think fast amidst handling pressure and sensitive situations in a professional manner
- Organizational skills: manage various meetings, reports, employees, and assorted office tasks that require top-notch organization and multitasking abilities
- Collaboration: comfortable working and communicating with a diverse workforce that includes executives, senior management team, mid management personnel, vendors, contractors among other stakeholders
- Strong training and facilitation skills with an ability to initiate and manage change and to recognize and adjust to rapidly changing conditions;
- Strong communication and presentation skills including ability to write reports;
- High level interpersonal and cross-cultural skills including ability to build collaborative relationships with sensitivity to diversity;
- Strong quantitative and analytical skills, verbal skills and ability to communicate information clearly and effectively to internal as well as external stakeholders;

- Able to work in an international and multi-cultural setting; and
- High moral standing with impeccable integrity.

## Languages

Excellent in English (Oral and written)

Knowledge of other African Union languages (e.g., Arabic, French, and Portuguese) will be an advantage.

## Additional information

This is a fixed term engagement. The successful candidate will be engaged full time (40 hours/ week) for a period of 3 years working at the AAS offices in Nairobi, Kenya.

All applicants **must** submit a duly filled [\*job application form\*](#) from the AAS website. Interested candidates are encouraged to submit their application and include: one-page cover letter, curriculum vitae/ resume.

Applications should be sent to [recruitment@aasciences.africa](mailto:recruitment@aasciences.africa) with the subject **Manager, Finance & Grants** by **3<sup>rd</sup> May 2024 17:00HRS EAT**. Only shortlisted candidates will be contacted.

Website: [www.aasciences.africa](http://www.aasciences.africa)