



**Vacancy Announcement**  
**Finance and Grants Manager - Nairobi, Kenya**

<b>Organization</b>	Adeso - African Development Solutions <a href="http://www.adesoafrica.org">www.adesoafrica.org</a> NEAR – Network for Empowered Aid Response <a href="http://www.near.ngo">www.near.ngo</a>
<b>Position Title</b>	Finance and Grants Manager - UK
<b>Reporting to</b>	NEAR Executive Director / Adeso Head of Finance
<b>Working with</b>	NEAR Program Team , Executive Director’s Office and NEAR Leadership Council
<b>Program/ Duty Station</b>	Nairobi, Kenya
<b>Duration</b>	2 Years, Renewable
<b>Starting Date</b>	Immediately

**ORGANIZATIONAL CONTEXT**

**ADESO**

Adeso is an expanding and vibrant African based international development and humanitarian organization. At Adeso, we work with African communities who are yet to realize their full potential; working inside these communities to create environments in which Africans can thrive. Our belief that economic, social and environmental security is the bedrock of a healthy community drives the nature and intent of our programming. We work to prevent and overcome situations that adversely affect community well-being by: reinvigorating the economy, developing skills for life and work, providing humanitarian aid, and influencing policy.

**NEAR Network**

Adeso together with other local and national NGOs have come together to form a global network which was launched in May 2016 at the World Humanitarian Summit in Istanbul, Turkey. The network, NEAR (Network for Empowered Aid Response), is a movement of local organizations with a bold ambition – to reshape the top-down humanitarian and development system to one that is locally driven and owned, and is built around equitable, dignified and accountable partnerships. The NEAR network Secretariat is hosted by Adeso in Nairobi, with staff based in various countries.

**POSITION SUMMARY**

This is a really interesting and exciting opportunity to join a vibrant international development charity. The Finance and Grants Manager is a critical position in the Finance team and will play a critical role in managing the finances for the NEAR initiative. The position will be line managed jointly by the Adeso Head of Finance and the NEAR Executive Director. The Finance & Grants Manager will be responsible for liaising with NEAR’s Treasurer who may call or directly intervene for policy implementations and other Finance related inquiries and issues.

The ideal candidate will need to be a qualified accountant (ICAEW, CPA, ACCA, CIMA) with a professional level of understanding of accounting and accounting systems; high level of competence in data extraction and analysis using Excel; ability to train and communicate finance to non-specialist staff; significant experience and

Adeso Headquarters-Kenya  
P.O.BOX 70331-00400  
Nairobi, Kenya  
M: +(254) 710 607 378  
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Adeso- United States  
1875 Connecticut Avenue NW 10th Floor  
Washington, DC 20009  
M: +(1) 202.510.4137  
T: +(1) 202.467.8348  
[Info.usa@adesoafrica.org](mailto:Info.usa@adesoafrica.org)

Adeso- United Kingdom  
CAN Mezzanine 49-51 East Road  
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T: +447745 034395  
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knowledge of grant making initiatives, policies, procedures, grants management processes and regulations for UK, EU and US based institutions such as USAID, EU, ECHO and DFID as well as private funders. S/he will work with colleagues across the organization, internal and external stakeholders to lead on preparing financials for grant proposals and reports, making financial projections and identifying funding gaps and assisting with grant writing as required. The post holder is expected to spend approximately 70% of the time on NEAR network and 30% on Adeso finances.

#### **Position Purpose:**

- Manage regular budget and finances of projects and deliver reliable and up-to-date budget information to key stakeholders and funders.
- To ensure that financial records and reports correctly reflect international programmes and donor contracts.
- To ensure compliance with internal policies and procedures as well as donor contracts and regulations.
- To promote good financial management of programmes and institutional donor contracts.
- To support fundraising efforts by preparing financials for grant proposals and reports, making future financial projections and identifying funding gaps, and assisting with grant writing.

#### **DUTIES AND RESPONSIBILITIES**

##### **Donor Budget Management & Reporting**

- Maintain up to date project budgets (Master and individual donor budgets)
- Maintain up to date grant and donor files for all the project funding
- Work across teams to ensure that all donor related information is disseminated to project, finance and other staff to enable them to abide by donor rules and regulations.
- In coordination with project staff, review payment requirements, prepare and regularly update the project spending plans and cash flows.
- Ensure targets, milestones and donor funding are in alignment with the overall project plan, payment schedule and cash flow.
- Ensure compliance with donor and partner financial policies, procedures and regulations.
- Provide expert advice on spending and budgets including standard costs and variance analysis (planned vs. actual) and fund accountability statements.
- Ensure that the financial reporting adheres to the provisions set in the MoU between Adeso and NEAR network.

##### **Financial Management**

- Provide support to senior management team and project staff on all financial matters.
- Ensure accurate and timely posting of financial information in the accounting system
- Maintain sound and strong internal control system to ensure integrity of financial data.
- Prepare and maintain all records, files and reports in accordance with donor requirements.
- In collaboration with the project team, develop spending and income projections (Cash flow projections).
- Ensure that hosting organisations understand the financial regulations for the ECHO project and provide appropriate guidance.
- Work closely with CAFOD finance officers to ensure that resources are released at appropriate time.
- Implement proper financial planning and risk management strategies including keeping track of exchange differences for the different funding streams and funding gaps.
- On a monthly basis prepare and submit to Interim Director and other relevant staff.
- Prepare monthly budget vs actual reports, fund accountability statements and share with SMT

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- Prepare quarterly financial reports as per donor requirements; ensuring they are complete, accurate and timely to ensure adequate review, approval and submission to the project coordinator.
- Analyse differences in budgets/projections and actual spending and submit budget adjustments request for approval by SMT as required.
- Plan and lead audits and other financial reviews for the project
- Lead in the development of donor proposal budgets and budget narrative to be submitted with proposals.
- Update NEAR master budget.
- Produce quarterly reports for the Interim Executive Director and the Treasurer for approval.
- Report on any irregularities to the Treasurer.
- Produce financial information as necessary for Annual General Meetings.

#### Primary Responsibilities

- Provide support to the Adeso Senior Management Team in UK and USA
- On a monthly basis prepare and submit fund request for the operational and other financial needs for Adeso UK and USA office to the HQ
- Post financial data and transactions relating to Adeso UK and USA into the ERP
- Prepare monthly budget vs actual reports, fund accountability statements and bank reconciliations for Adeso U.K and USA.
- Ensure full compliance with applicable laws for Adeso UK and Adeso USA
- Plan and lead audits and other financial reviews for Adeso UK and USA

#### Candidate Experience and Qualification:

- Master's degree and/or qualified accountant (ICAEW, CPA, ACCA, CIMA).
- Prior working experience with institutional donors is essential.
- Experience of managing multi-donor funded programs.
- Significant experience in financial management controls and experience in using Navision accounting software/systems and high-level MS Application, Excel.
- A minimum of at least five years' experience in grant management and complex budget preparation for institutional donors (USAID-OFDA, ECHO and DfID) and private trusts/foundations.
- Demonstrable experience in project development, implementation, and monitoring.
- Fluency in both written and spoken English. Other language skills a plus
- Able to work with limited supervision, be flexible and comfortable in a multi-cultural work force.
- Willingness to travel internationally.

#### Please note:

This job description is intended to convey information essential to understanding the scope of the job and the general nature and level of work performed by job holders within this job. But, this job description is not intended to be an exhaustive list of qualifications, skills, efforts, duties, responsibilities or working conditions associated with the position.

#### APPLICATION PROCESS

This is a challenging opportunity for a dedicated and highly motivated professional. If you would like to join this dynamic team, please submit your application to [jobs@adesoafrica.org](mailto:jobs@adesoafrica.org), quoting the position in the email subject matter, by **28<sup>th</sup> March, 2017**.

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Each application should be addressed to the Human Resources Manager and include the following:

- A CV (maximum 3 pages);
- An application letter which should include remuneration requirements, and contact information for three work-related referees.

**Only short-listed candidates will be contacted.**

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