

TERMS OF REFERENCE

Position: Finance Manager

1. About Zizi Afrique Foundation

Zizi Afrique Foundation (ZAF) is a not-for-profit organization committed to improving learning outcomes for children and youth furthest behind. ZAF works at the intersection between evidence, policy, and practice, and uses research as a pathway toward improving public education system. ZAF's areas of focus include Values and Life Skills, Foundational Literacy and Numeracy, Parental Empowerment and Engagement, Whole Child Development and Technical and Vocational Education. ZAF envisions a world where all children and youth learn and thrive. We contribute to the nurturing of a generation of children and youth who are well-equipped with the skills for learning, skills for living and skills for working. ZAF's mission is to consolidate evidence, innovate solutions through collaborative networking, engage decision makers so for system change in education across Africa.

2. Scope of work

The Finance Manager is critical for driving financial growth, ensuring compliance, and implementing efficient processes to meet our strategic objectives. The ideal candidate will be a dynamic leader with strong expertise in financial management and reporting (Including grants reporting) in NGOs or not-for profit sector, proficiency in ERP systems, compliance to institutional policies, local legal and tax laws, internal and external auditing and team development within a fast-paced work environment.

3. Specific roles and responsibilities (Not limited to);

I. Budgeting, donor reporting and fundraising support (30%)

- Support in the preparation and presentation of proposal budgets to the Executive Director (ED), the directorate or program heads for consolidation with narrative proposal.
- Accurately and timely prepare and submit grant reports to the donors through the ED office.
- Act as the finance contact person for the organization with the external parties (donors, partners, regulators, etc.) and through the ED provide responses and other financial information to such parties as requested.
- Review draft donor agreements and provide informed advice to the ED before signing the agreement

I. Budgeting, donor reporting and fundraising support (30%)

- Provide valued input on critical problems; participate in decisions affecting the organization's projects/programs and work collaboratively with staff to formulate organization's strategies and action plans.
- Prepare and present financial board papers to the Zizi Afrique board as guided by the ED.
- Assist the ED implement board resolutions relating to finance.

III. Organizational assessments, internal and external audits (15%)

- Ensure proper contracting and engagement of internal and external auditors.
- Timely and accurate preparation of internal and external financial statements and submission to the auditors.
- Ensure that auditors and assessors are provided with all the relevant information and documentations required for the exercise.
- Ensure that audit recommendations are implemented within a reasonable timeframe.
- Ensure audited reports are signed by relevant persons, presented to the board and members and filed/published on the website

IV. Organizational risk management and partnerships (10%)

- Identify operational risks and assist program leads identify risks facing the organization and maintain an up to date overall risk register for the organization.
- Compile and review quarterly risk management reports and submit them to the ED.
- Implement the risk treatment measures put in place by the management and the board.
- Plan, organize and participate in risk evaluation process of the organization.
- Review the annual returns to the Registrar of Companies prepared by the accountant. Ensure such returns are done within the set timeline.
- Support organizational partners in strengthening their financial and safeguarding compliance.
- Review and ensure all the statutory deductions including all relevant taxes are accurately computed by the accountants and paid in time.

V. Line management (10%)

- Provide day-to-day leadership, management, and support to finance staff.
- Support the finance staff to develop their understanding, expertise, and confidence to execute their designated operational duties areas.
- Plan and facilitate monthly staff finance team meetings to evaluate team's progress, one on one discussions, to strategize on implementation of operational unit plans.
- Undertake annual appraisals of finance staff, review and development of their JDs and preparation of learning and development needs for the unit.

VI. Financial management (10%)

- Review and approve all payments and contracts.
- Perform financial analysis, to guide the senior management team in decision making.
- Review and approve monthly bank and M-Pesa reconciliations prepared by the Accountants.
- Receive, review and guide on all the financial reports prepared by the Accountants

VII. Organizational ethics and value for money (10%)

- As an individual, uphold and promote the values and principles of the organization.
- Promote and maintain professional conduct, confidentiality and ethical standards in the organization.
- Encourage staff to adhere to the values and principles of the organization through regular training and sensitization on ethics, anti-corruption and principles of Value for Money.
- Perform other duties as assigned.

4. Desirable Skills and Qualifications

- Post-graduate qualifications (Masters or PhD) or equivalent in business administration or related field.
- Professional Qualifications in Finance or Accounting – Minimum of CPA(K).
- Membership to professional bodies – Must be a registered member of ICPAK with good standing.
- Minimum of 8 years of experience in an Accounting / Finance field, with at least 3 years in a management role within a large organization, preferably an NGO or other not – for- profit organization.
- Exceptional financial acumen, with experience managing large budgets and ensuring financial accountability.
- Strong Financial analysis and analytical skills including problem-solving skills with a data-driven approach to decision-making.
- Computer literacy and strong knowledge of Advanced Excel skills.
- Proficiency in the use of ERP or comparable organizational management systems.
- Strong report writing skills, mainly Financial and Management reporting.
- Knowledge of key compliance legislation for not-for profit sector.
- Strong leadership and people management skills with a proven track record of building and leading high-performing teams.
- Excellent strategic planning and organizational skills, with the ability to manage multiple priorities and projects simultaneously.

- Excellent communication and interpersonal skills, with the ability to build relationships with diverse stakeholders.
- Honest, encourages openness and transparency; demonstrates highest levels of integrity.
- Develops and encourages new and innovative solutions.
- Holds oneself and others accountable for making decisions and managing resources to deliver on the responsibilities.
- Agile worker, future oriented and a strategic thinker.

5. Work environment and compensation

- ZAF offers a very competitive package that includes a family medical cover, pension scheme, annual leave of 25 working days, and other benefits.
- The monthly basic salary will range from KES 400,000 – 500,000.
- The position will be based in Nairobi, with a physical office and flexible work-from-home possibilities and occasional travels to the project areas.
- The job is often not an 8 am – 5 pm job. The job has flexibility, and is also demanding, requiring high skills of work-life balance, and a strong sense of responsibility.
- Experience is needed to work in a self-driven and ambitious, fast - paced environment, carrying the heavy responsibility of delivering the mission of ZAF.

6. How to apply

Interested and qualified candidates should include:

- A detailed application letter expressing interest.
- A detailed resume and copies of academic and professional certificates.
- Three work referees with contact information.
- Indicate your current and expected remuneration/salary.
- Submit their applications by email to jobs@ziziafrique.org by **January 5th 2025**, clearly indicating the position title on the subject line of the email.

Only short-listed candidates will be contacted for interviews.

Zizi Afrique Foundation is an equal-opportunity employer