

JOB TITLE		DEPARTMENT	
Lead Finance: Feminist Opportunities Now		External Relations & Advocacy	
LOCATION	REPORTING	DATE	GRADE
Nairobi, Kenya	FON Programme Manager	May 2022	E

1. BACKGROUND

The International Planned Parenthood Federation (IPPF) is a global sexual and reproductive health (SRH) service provider and one of the leading advocates for universal access to sexual and reproductive health and rights (SRHR) for all. IPPF is a worldwide movement of national organizations, referred to as Member Associations, working with and for communities and individuals. The IPPF Secretariat comprises of a London Office and six Regional Offices.

Headquartered in Nairobi, Kenya, the overarching goal of IPPF Africa Region (IPPFAR) is to increase access to SRHR services to the most vulnerable youth, men, and women in sub-Saharan Africa. To reach this goal, IPPFAR works with local civil-society organizations, governments, the African Union (AU), regional economic commissions (RECs), the United Nations, among others, to expand political and financial commitments to SRHR in Africa. IPPF ARO tackles the continent's growing SRH challenges through a network of Member Associations (MAs), strategic partners and volunteers in 40 countries. For more information, please read our 2021 profile (in English and French) [here](#).

IPPFAR, in consortium with [CREA](#), [Empow'Her](#), the [International Federation on Human Rights](#) and [Médecins du Monde](#), will be leading the delivery of a new project entitled **Feminist Opportunities Now (FON)**, with the overarching objective to build the capacity of feminist movements, via sub-grants to feminist organizations, particular efforts will be deployed in reaching small, often non-registered, feminist organizations to address and respond to gender-based violence as well. The project is an ecological-based model that combines the use of multi-disciplinary gender-transformative approaches and direct sub-granting, it also intends to provide longer-term mentorship and support to feminist organizations in their overall development by designing specific trainings tailored to their needs, and helping them to identify other sources of funding. FON also includes a research-action component that will help understand how these approaches can be scaled-up and sustained, for knowledge sharing and communication purposes. The project will be implemented across 10 countries in 3 continents: Mexico and Colombia (lead by MdM), Bangladesh and Sri Lanka (lead by CREA) and Burkina Faso, Ethiopia, Guinea, Ivory Coast, Kenya and Mali (lead by IPPF ARO).

2. JOB PURPOSE

To implement this project, IPPFAR wishes to put in place a talented, dynamic and diverse team with broad experience in implementing gender-transformative SRHR programmes, with demonstrated financial and technical management skills, project management experience and the ability to deliver quality activities based on needs and in line with donor requirements.

To this effect, the IPPFAR is looking for a **Lead: Finance** who will be responsible for leading and managing all financial aspects of the programme, including but not limited to: preparing financial statements, ensuring compliance with donor requirements/contracts, maintaining cash controls, oversight of the sub-granting, preparing the payroll, maintaining accounts payable and receivables, ensuring timely statutory deductions and remittances.

3. KEY TASKS

The Lead: Finance will be responsible for the following key tasks:

1. Lead the development of implementing and overseeing effective systems of financial accountability and control in line with IPPFAR operations procedures and donor financial requirements, leading on all FON project general ledger and financial matters and regular audits as per the contractual requirements.
2. Lead the preparation of end of month and annual FON project financial reports including cashflow statements and reconciliation of income and expenditure and liaise with the donor/French Government on all matters of financial compliance.
3. Lead the design and maintenance of a system to monitor and forecast cash requirements to meet administrative and FON project expenditures including: establishing monthly cash requirements for the FON Project, approval of petty cash payments, travel refunds, and transactions as assigned to ensure compliance with operations procedures and donor requirements.
4. Supervise and manage the Finance Officer and Internal Auditor, in tasks such as: preparing monthly general ledger and drafting FON project donor reports, ensuring project transactions are properly and promptly accounted for, reviewed and entered into the systems. This will also include ensuring new project staff members have a solid induction and training on finance matters and encourage all staff under his/her supervision to have updated skills, capacities and well conversant with the ERP in use in managing the accounting.
5. Review banking arrangements continually to ensure timely transfer of funds and minimize exchange losses and bank charges and recommend changes for consideration.
6. Supervise the Internal Audit Officer to ensure the development and maintenance of a risk register and regular financial monitoring and compliance checks on downstream partners.
7. Work diligently and effectively with ARO & other stakeholders to align internal processes including the preparation of monthly payroll, ensuring statutory requirements, including timely calculation and remittance of payroll deductions and withholding taxes compliance with local regulatory laws and rules for financial and tax reporting.
8. Undertake any other duties that might be assigned by supervisor.

4. COMPETENCIES

- **LEADERSHIP:** Serves as a role model that other people want to follow: empowers others to translate vision into results; is proactive in developing strategies to accomplish objectives; establishes and maintains relationships with a broad range of people to understand needs and gain support; anticipates and resolves conflicts by pursuing mutually agreeable solutions; drives for change and improvements; does not accept the status quo; shows the courage to take unpopular stands. Provides leadership and takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work; demonstrates knowledge of strategies and commitment to the goal of gender balance in staffing.
- **TEAMWORK:** Works collaboratively with colleagues to achieve organizational goals; solicits input by genuinely valuing others' ideas and expertise; is willing to learn from others; supports and acts in accordance with final group decision, even when such decisions may not entirely reflect own position; shares credit for team accomplishments and accepts joint responsibility for team shortcomings.

- **PLANNING & ORGANIZING:** Develops clear goals that are consistent with agreed strategies; identifies priority activities and assignments; adjusts priorities as required; allocates appropriate amount of time and resources for completing work; foresees risks and allows for contingencies when planning; monitors and adjusts plans and actions as necessary; uses time efficiently.
- **JUDGEMENT/DECISION-MAKING:** Identifies the key issues in a complex situation, and comes to the heart of the problem quickly; gathers relevant information before making a decision; considers positive and negative impacts of decisions prior to making them; takes decisions with an eye to the impact on others and on the Organization; proposes a course of action or makes a recommendation based on all available information; checks assumptions against facts; determines the actions proposed will satisfy the expressed and underlying needs for the decision; makes tough decisions when necessary.
- **COMMUNICATION:** Speaks and writes clearly and effectively; listens to others, correctly interprets messages from others and responds appropriately; asks questions to clarify and exhibits interest in having two-way communication; tailors language, tone, style and format to match audience; demonstrates openness in sharing information and keeping people informed.

5. REQUIREMENTS

- **EDUCATION:** A Master’s degree in accounting, Finance, Commerce or Business Administration; a professional qualification in Accounting/Finance (ACCA, CPA, or equivalent) and proficiency with accounting software, word processing and spreadsheets.
- **WORK EXPERIENCE:** Seven to nine years’ experience in Accounting/Finance Management and/or Business Administration, preferably in an international humanitarian and/or development organization. Experience working in project management accounting and experience of working with multimillion-pound budgets; experience of working with restricted/statutory funded projects; experience of working internationally, ideally in a not for profit & often challenging environment; and experience in audit and financial control systems. A track-record in SRHR programming is an advantage.
- **LANGUAGES:** English and French are the working languages of the IPPFARO. For this post fluency in English and French (both oral and written) is required.
- **SKILLS:** Excellent interpersonal skills - articulate and diplomatic. Ability to interact with diverse groups; Excellent written communication skills; Strong analytical skills and the ability to summarise and simplify complex information; Strong influencing skills; Sound research skills; Good understanding of development issues and fundraising; Excellent project management, time management and organisational skills to meet multiple deadlines; Good IT skills – Word, Outlook, Excel and PowerPoint; Flexible – team player.
- **OTHER REQUIREMENTS:** Awareness of and sensitivity to the multi-cultural environment in which IPPFAR operates; Sensitivity to and understanding of SRHR issues; willing to travel internationally – about 45 days a year. Subscribe to IPPF’s Policies, Mission, Vision, and values and IPPFAR’s, Procedures, rules and regulations and ability to maintain high level of confidentiality. Focus on continuous improved results/performance and sound judgement.

‘IPPF is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all employees, volunteers, contractors, and partners to share this commitment’.