

Job/Role Title	Senior Finance Officer
Division	Corporate Services
Grade	D
Location	Nairobi, Kenya
Responsible to	Head of Corporate Services
Date	April 2023

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 120 national organizations, referred to as Member Associations, working with and for communities and individuals. These member associations are the leading civil society providers of contraception in 89 of 120 countries. And in 64 of those 89 countries, IPPF is the only largescale international provider. Collectively, member associations delivered more than 1 billion cumulative services between 2016 and 2022.

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. IPPFAR tackles the continent's growing SRH challenges through a network of Member Associations (MAs), strategic partners and volunteers in 42 countries. For more information, please read our 2022 profile (in English and French) [here](#).

Role Purpose:

The position is responsible for working with the Head of Corporate Services, in overseeing and ensuring compliances with local legislative and internal financial policies and processes in accordance with the global finance manual. These will include but not be limited to: preparing budgets and reconciliations, processing of expenses/payments, preparing and paying the payroll dues, maintaining cash controls, supporting the sub-granting (where needed), maintaining accounts payable and receivables, ensuring timely statutory deductions and remittances, month-end and year end processes, preparing financial statements/ reports, as and where required.

Role Deliverables:

- Prepare budgets and identify and evaluate any unreconciled differences and ensure corrections are made, in agreement with the finance hub. Collaborate with the Head of corporate services and ensure delivery in a timely and accurate manner, the secretariat budgets & forecasts.
- Organise systems/ processes in collaboration with the finance hub, to ensure timely and accurate maintenance of master data elements relating to the secretariat office on Netsuite. This includes data relating to suppliers, partners, employees, donors, chart of accounts, etc., in accordance with global policies and frameworks.
- Organise and supervise timely and accurate posting, in alignment with the global finance manual, of:
 - Invoices/ Bills/ Payment Demands Including Payroll, Suppliers, Expenses and Statutory Payments.
 - Per Diem (Cash Payments) Requests and Settlement of Travel And Workshop Advances.
 - All Inflows Including Donations, Grants, Intercompany Receipts, Advance Returns, Etc.
 - Completion Of Time Sheets in collaboration with the Office Admin/ Hr Staff.
 - Journals Relating to Advance Adjustments, Outstanding Reconciliation Items, Payroll Posting,
 - Quarterly Payment Requests ensuring accurate and timely payment to secretariat office.
- Oversee and collaborate with the team in the finance hub to make all payments within the due date.
- Collaborate with the HR and project teams to ensure timely and accurate processing and posting of payroll amounts.

- Responsible for the accounting and management of all fixed assets.
- Organise and oversee alignment of financial activities to ensure month end closure timelines are fully met.
- Oversee up to date record keeping; and support the planning and logistics for the ARO staff;
- Ensure strong compliance framework exists including support to ensure maintenance of the risk register.
- Oversee maintenance of relationships with bankers, local auditors, statutory bodies, local vendors, and others.
- Oversee and where required liaise with local suppliers and staff on any payment and reconciliation issues.
- Organise/ supervise timely generation of reports and responses to queries raised by the internal and/ or external auditors.
- Supervise generation of periodic financial reports, including budget vs actual, cash flow and other adhoc reports for the senior management.
- Oversee and organise, in collaboration with the Head of Corporate Services, all local office legal and financial compliance requirements.
- Support the IPPFAR colleagues with any netsuite and grant accounting issues.
- Remain abreast of the latest financial and compliance requirements and best practices.
- Adhere to the safeguarding reporting and monitoring requirements of this role.
- Support and enable a safe environment, adhering to the safeguarding reporting and monitoring requirements of this role.

Key skills/Expertise:

- Professional qualification in Accounting/Finance (ACCA, CPA, or equivalent)
- Strong knowledge and understanding of NetSuite One World solution and used to working with various currencies.
- Excellent use of Microsoft office suite of applications including excel, word and power point.
- Experience of working with global systems & processes – dealing with multiple currencies.
- Experience of working internationally, ideally in a not for profit & often challenging environment;
- Experience in audit and financial control systems. A track-record in SRHR programming is an advantage.
- 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;
- Awareness of and sensitivity to the multi-cultural environment in which IPPFAR operates;
- 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.
- Fluency in English (both oral and written) is **required**, and knowledge of French is desirable.
- Demonstrate an understanding of and commitment to safeguarding in a local and international context.
- Demonstrates ability and willingness to work in a diverse, multicultural, multilingual and intergenerational environment that is anti-racist and respectful of others.
- An intersectional (pro) feminist passionate about sexual reproductive health care rights + justice.
- Supportive of people's rights regardless of sexuality or gender identity/expression and supportive of worker's rights and access to health care in sex work.

Competencies:

- **PROFESSIONALISM:** Knowledge of (related field). Demonstrates professional competence and mastery of subject matter; is conscientious and efficient in meeting commitments, observing deadlines and achieving results; is motivated by professional rather than personal concerns. Takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work.

- **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.
- **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.

Interested individuals should submit an application form in the [IPPFARO CV](#) form and a 1-page cover letter to: hroffice@ippfaro.org with the job position you are applying for as the subject of the email by **9 May 2023**. Please note that IPPFAR will not consider applications that are not done in the requested format.

IPPF is an equal-opportunity employer. As a leading global human rights organization focused on equality, empowerment, ending discrimination, and poverty eradication, we internally reflect social justice principles. We, as IPPF, strongly oppose racism in all its forms and resolutely go for a cultural change that will shift the existing imbalances in power and process.

Applications are particularly encouraged from women, persons living with disability, and candidates openly living with HIV.

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. Anyone employed with IPPF agrees to sign and adhere to IPPF's Code of Conduct and Safeguarding (Children and Vulnerable Adults) Policy.

IPPF has been made aware of various fraudulent vacancy announcements circulated via e-mail from websites falsely stating that they are issued by or in association with IPPF. These correspondences, which may seek to obtain money from the recipients of such correspondence are fraudulent and IPPF does not charge a fee at any stage of the recruitment process (application, interview, meeting, processing, training or any other fees).

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