

Job Title **Commercial Officer**
Grade **C**
Reports to **Commercial Manager**
Location **Kenya**

Role Purpose:

The role of the Commercial Officer will be to supervise all the financial transactions and payments of the WISH 2 programme which are carried out by the IPPFAR financial operations team to ensure correct and timely finance function to support the activities of the Hub. They will work closely with IPPF London Office to ensure timely book-keeping and maintenance of records and support the WISH 2 team with their operational finance queries.

The Commercial Officer will also support IPPFAR where required on procurement and travel logistics for the WISH 2 team and work with the Commercial Manager to ensure compliance and record keeping in up to date. The role has the possibility for expansion in supporting the Commercial in the financial monitoring of the programme.

The Commercial Officer will also support on the financial management of assigned Member Association's and consortium partners with the support of the Commercial Manager to implement a performance by results efficient implementation and value for money spend according to the contract targets and donor compliance.

Context of Role:

WISH 2 (Women's Integrated Sexual Health) is one of three components of the overarching WISH Dividend programme that is being procured by the UK Foreign, Commonwealth, and Development Office (FCDO). This programme is central to delivering the UK's priorities on empowering women and girls as set out in the International Development Strategy, the UK's strategic approach to sub-Saharan Africa and the International Women and Girls Strategy.

WISH 2 will be divided into two geographic Lots. IPPFAR is planning on submitting a bid as prime for Lot 2 which covers Burundi, Ethiopia, Madagascar, Somalia, South Sudan, Sudan, and Zambia.

Deliverables:

- Review all account postings to ensure they are in line with contract instructions, donor requirements, IPPF's global finance manual and local finance legislation.
- Identify incorrect charges and take remedial action to resolve issues.
- Reconcile programme funding and balances and support the process of month-end and year-end closures.
- Compile actuals vs budget data across the programme to identify funding risk areas.
- Monitor Shared Services Unit payments are within agreed supplier timeframes.
- Prepare WISH 2 inter-company payments and reports in Netsuite to enable correctly and timely payments.
- Produce monthly financial reports for review by the Commercial Manager and the Deputy Team Leader.
- Verify Member Association (MA) and partner financial reports in line with programme finance requirements that will allow for donor payment.
- Collaborate with stakeholder finance teams to correct accounting errors and reconcile data for reporting.
- Train partners and MAs on key programme financial controls and processes required to ensure donor compliant finance management.
- Review programmatic documents and other approval request documents to ensure budget feasibility, compliance with forward-funding guidelines, appropriate methods of financing/payment and adequacy of financial reporting.

Reporting/Management Responsibility:

- None.

Expertise:

- Experience working in project management accounting.
- 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.
- Experience in audit and financial control systems.
- Experience working in matrix organisations.
- Experience working with NetSuite is desirable.

Skills:

- Interpersonal skills and an ability to work effectively with people from different countries and cultures.
- Verbal communication skills required to train staff and to convey complex financial information in an easily understandable form to non-financial staff.
- Fluent in English and/or French.
- Advanced IT skills (including spreadsheet applications, especially Microsoft Excel, and databases).
- Analytical skills.
- Time management and organisational skills.

Your Ethos:

- 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, including safe abortion.
- Supportive of people's rights regardless of sexuality or gender identity/expression and supportive of workers' rights and access to health care in sex work.

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.