

Job/Role Title: Temporary Business Analyst-Finance

Grade: D

Responsible to: Head of Corporate Services

Location: Nairobi, Kenya

Role Purpose:

To support the proper implementation of projects, IPPFAR is looking for a Temporary **Business Analyst-Finance** who will be responsible for supporting and managing all financial aspects of restricted and unrestricted projects, including but not limited to planning, budgeting, and financial reporting, ensuring compliance with donor requirements/contracts, preparing financial statement, maintaining cash controls, oversight of the sub-granting, leading and supporting financial analysis and reporting, supporting and facilitating internal and external (independent) audits, and providing technical support to Architect of Cooperations and Member Associations on all those matters indicated herein. The appropriate candidate will also bring excellent interpersonal and communication skills and be willing to travel internationally.

Context of Role:

The IPPF Africa Region (IPPFAR) is currently implementing several projects that require dedicated financial support. To support the implementation of those projects, IPPFAR seeks to recruit a Business Analyst- Finance that will work closely with the Head of Corporate Services and the Lead Architect of Cooperation-Finance on the whole cycle of financial project and unrestricted grant management in the implementation countries, as well as other relevant staff members.

Deliverables:

- Provide financial analytical support to the Architects of Cooperation (AoCs), IPPF ARO, and MAs for grant budgeting in project proposals development, especially in costing project activities and ensuring adequate funding needs are included in the budgets,
- Analysis and support the AoCs to do analysis of business plans and financial data, including trends to support strategic and operational decision making.
- Advise the Project Managers, AoCs, MAs, and the IPPF in general on financial matters related to the restricted and unrestricted projects under her/his responsibility and liaise with the donors on all matters of financial compliance.
- Ensure the effective implementation of internal control systems and adequate financial management, quality and timely reporting for restricted and unrestricted grants, including variance analysis, for both IPP ARO and MAs implemented projects, in line with IPPFAR operations procedures and donor financial requirements.
- Support Member Associations, the AoCs, and IPPF in general, in planning, resource allocation, project budgeting, monitoring, and realignment.
- Lead and support the conducting of internal and independent (external) audits for all projects under his/her responsibility in compliance with IPPF operations procedures and donor financial requirements.
- Process the accounts, perform reconciliations (financial and bank reconciliations), and prepare IPPF ARO financial statements, including cash-flow statements, for all projects assigned to her/him.
- Ensure adequate control and reporting for all fixed assets and intellectual property acquired by Member Associations and by IPPF from projects under her/his responsibility.
- Ensure timely disbursement of funds for the projects and send timely confirmation of receipt of funds to donors, advising IPPF ARO, AoCs, and MAs on any change he/she may deem necessary.

- Work diligently and effectively with IPPF Africa Regional Office (ARO) and other stakeholders to align internal processes, including the preparation of monthly payroll, and payment of statutory requirements (timely calculation and remittance of payroll deductions and withholding taxes), in compliance with local laws.
- Safeguarding: Oversight/provision of incident co-ordination resulting from concerns raised within MAs or by clients of MAs on IPPF's Safe Report, when required. Escalate issues relating to MA financial transparency and accountability as set out in the risk assurance framework. Support and enable a safe environment, adhering to the safeguarding reporting and monitoring requirements of this role. Undertake any other duties that might be assigned by the supervisor.

Reporting/Management Responsibility:

- Directly reports to the Head of Corporate Services and to Lead AoC-Finance in dotted line.
- No supervisory responsibilities.

Expertise:

- Degree in Accounting, Finance, Audit or equivalent.
- CPA or any other relevant professional qualifications (ACCA,CIMA).
- 3-5 Years' Experience in Finance and Grants management, preferably in not-for-profit sector.
- Knowledge of donors' requirements and procedures.
- Experience in using ERPs an added advantage.
- Strong excel and financial analytical skills.

Skills:

- Strong analytical, problem-solving, and critical-thinking skills.
- Excellent skills in communication, interpersonal relations, and presentation, encompassing the capability to effectively convey intricate financial and business ideas to both technical and non-technical audiences at various management levels, peers, and business units.
- Must demonstrate the ability to pay attention to details.
- Must promote knowledge sharing and learning.
- Must have a high level of integrity and flexibility.
- Must embrace continuous learning and improvement.
- Must demonstrate the ability to manage stakeholders.
- English and French are the working languages of IPPFAR. **For this post fluency in English (both oral and written) is required.** Knowledge of French and/or Portuguese are an advantage.
- Experience working in a multicultural environment.
- Willing to work outside standard office hours as required.

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.