**Job/Role Title:** Finance Officer

**Grade:** C

**Responsible to:** Finance Lead

**Location:** Nairobi**,** Kenya

**Role Purpose:**

To support the implementation of the Feminist Opportunities Now (FON) Project and Justice for Survivors (J4S) Project, the International Planned Parenthood Federation Africa Region (IPPFAR) has assembled a competent, dynamic, and diverse team with extensive experience in gender-transformative SRHR programs. The team demonstrates strong financial and technical management skills, project management expertise, and the ability to deliver high-quality, needs-based services in alignment with donor requirements.

To complement this team, IPPFAR is seeking a Finance Officer to assist the Finance Lead in managing all financial aspects of the program.

The Finance Officer will play a critical role in maintaining financial integrity, compliance, and operational efficiency, contributing to the overall success of both the FON and J4S Projects. The role requires strong financial management skills, attention to detail, and the ability to work effectively within a diverse team, supporting donor compliance and project success. Additionally, the Finance Officer will ensure that financial practices align with IPPFAR’s standards, enhancing project quality and operational efficiency.

**Context of Role:**

International Planned Parenthood Federation (IPPF) is a global provider of sexual and reproductive health (SRH) services and a leading advocate for universal access to sexual and reproductive health and rights (SRHR) for all. As a global movement of national organizations, known as member associations, IPPF works with and for communities and individuals to promote health, rights, and well-being.

The IPPF Secretariat comprises a London office and six regional offices, including the Africa Regional Office (IPPFAR) based in Nairobi, Kenya. IPPFAR's primary objective is to enhance access to SRHR services for vulnerable youth, men, and women in sub-Saharan Africa. To achieve this, IPPFAR partners with local civil society organizations, governments, the African Union (AU), regional economic commissions (RECs), and the United Nations, aiming to expand political and financial commitments to SRHR in Africa.

**Deliverables**:

The Finance Officer will be responsible for:

* Supporting the Finance Lead in implementing effective financial accountability and control systems, ensuring compliance with IPPFAR operational procedures and donor requirements.
* Performing checks on supporting documents and preparing monthly financial reports for review by the Finance Lead, including budget monitoring.
* Staying updated on financial compliance requirements for FON and J4S projects, maintaining financial program reports, including cash flow statements and reconciliation of project receipts and expenditures.
* Accurately recording all FON project costs in NetSuite, ensuring timely payment processing within 30 days of request.
* Coordinating with HR to ensure accurate and up-to-date payroll processes.
* Handling banking requirements for the project, including daily allowances, supplier payments, and other financial needs.
* Preparing inter-company payments and reports in NetSuite, ensuring timely and accurate payments to IPPFAR.
* Supporting program teams in financial monitoring, including attendance at weekly meetings.
* Assisting the Program Manager in maintaining a strong compliance framework, record-keeping, and risk management.
* Performing additional duties as discussed and agreed upon with the supervisor/Finance Manager.

**Reporting/Management Responsibility:**

* Directly reports to FON Finance Lead
* 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 French is required. Knowledge of French is 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.

**HOW TO APPLY**

Interested individuals should fill the application form attached below and submit a 1-page cover letter to: [hroffice@ippfaro.org](mailto:hroffice@ippfaro.org) with the job position you are applying for as the subject of the email by **9th March 2025**.**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).*

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.