



WE ARE LOOKING FOR A

PROGRAM FINANCE OFFICER

Justdiggit is a fast growing organisation with offices in Amsterdam and Nairobi. We are looking for an experienced Programs Finance Officer who will support our organisation and team in East Africa with their day-to-day finance work.



Location:
Nairobi, Kenya

Employment type:
Fulltime Position
40 hours per week.



ABOUT US

Our planet is warming up, fast. In order to keep the global temperature increase below 2°C we need to act now. Luckily, there is a solution! By implementing nature-based solutions at scale, we can provide up to 37% of the solution to mitigate climate change. Herein lies our purpose: we make dry land green again together with communities and farmers in Africa. We use communication and media in order to scale up. We inspire and activate people to regreen their own land, using nature based and easy-to-apply techniques. Up to date, we've restored 300,000 hectares of degraded land and regenerated 10+ million trees. This is just the beginning. We are on a mission to regreen Africa by 2030, and cool down our planet.

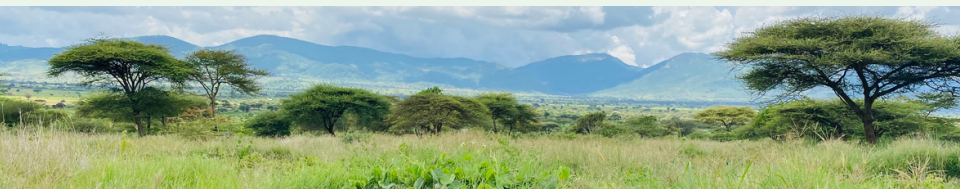


KEY RESPONSIBILITIES

- Accurate and timely preparation of information for financial monitoring and progress of program funds and grants.
- Support and facilitate donor and institutional audits
- Contribute to the development of financial policies, procedures and systems
- Provide advice regarding financial compliance and donor grants when required
- Coordinate with program staff to ensure that budget holders are provided with complete and accurate financial analyses.
- Work with budget holders to ensure donor requirements are followed. You are responsible for monthly and quarterly reports, donor reporting, project closures and final reports.
- Regular partners visits to review their financial reports and follow ups.

REQUIREMENTS & SKILLS

- Bachelor's degree in accounting, business, management, finance or related discipline. Master's degree is preferred.
- Demonstrable understanding of grant management, project budgeting, financial reporting and donor reporting.
- Qualifications as a Certified Public Accountant.
- A minimum of 4 years hands on experience in finance and accounting in an NGO.
- You have affinity with Justdiggit's mission.
- You are attentive to details, flexible, hands-on and passionate about project control.
- You can translate complex financial matters in an understandable way (for non-financials).
- You have a can-do attitude and good communication skills.
- Ability to work with team members from different cultural backgrounds in a dynamic work environment.
- Ability to work independently as well as collaboratively in a positive team.
- Strong problem-solving skills and analytical abilities.
- Ability to multitask and prioritise work.
- Fluent in English.
- Proficiency in Microsoft Office.





WHAT DO WE OFFER

- This is a diverse role in an exciting environment; not a single day is the same. You will set out on a mission to inspire, activate and empower local communities. By doing so you can make a positive contribution to the welfare of your country. And there is more:
- Room for personal and professional development.
- Great colleagues!
- Get introduced to an amazing global network.
- A market-conform salary in our sector.
- 25 vacation days per year (based on 40 hours per week).
- A contribution towards the costs of your mobile phone and reimbursement of the costs of your commute.

APPLY NOW!

We aim to reflect our society. This is a diverse role, and so should be our team.

If you feel like you are the perfect candidate, please apply before 1 October 2022 by email: vacancies@justdigg.it quoting the job title. We will only review applications that include a motivation letter and are sent by email.

