WE ARE LOOKING FOR A

PROGRAMME FINANCE COORDINATOR (NAIROBI)

Justdiggit is a fast-growing NGO working on large-scale landscape restoration in Africa. We are looking for an experienced Programme Finance Coordinator to manage our programmes in Africa, further professionalise our programme finance processes and help our organisation grow.

Location:
Nairobi, Kenya

Employment type:
full-time
40 hours per week

Start date:
1 October 2023

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 cool down our planet and mitigate the worst effects of 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. To date, we’ve restored almost 400,000 hectares of degraded land and regenerated nearly 14 million trees. And this is just the beginning. We are on a mission to regreen Africa by 2030, and cool down our planet!

To support our efforts and increase impact, we have awareness campaigns running throughout Europe and Africa.
**KEY RESPONSIBILITIES**

- Accurate and timely preparation of financial reports to monitor the progress of the programmes and the use of their funds/grants; both for funds received from donors and funds issued to implementation partners
- Ensuring a proper and fully compliant execution of all grant/donor requirements, such as timely reporting to grantors, a full compliance with all procurement requirements, and regular communication with finance staff of grantors and implementation partners
- Recording all transactions related to the programs in the bookkeeping system, ensuring due process is followed for approval and payment of invoices and expenses
- Prepare budgets and assist in the preparation of financial information for grant requests
- Preparing and supporting donor and institutional audits
- Contributing to the development of financial policies, procedures and systems
- Providing advice regarding financial compliance and donor grants when required
- Coordinating with programme staff to ensure that budget holders are provided with complete and accurate financial analyses
- Working 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, processes and follow-up on action points

**REQUIRED EXPERIENCE AND SKILLS**

- Bachelor’s degree in Commerce or Business Administration with specialisation in accounting and finance or related discipline. Master’s degree is preferred
- Demonstrable understanding of grant management, project budgeting, financial reporting and donor reporting
- Ability to translate requirements in grant contracts into working processes
- Understanding of the principles of bookkeeping and a proven track record in basic bookkeeping activities in a bookkeeping or ERP system
- Professional accounting qualifications of CPA/ACCA
- At least five years of experience in financial/management accounting, preferably with an NPO/NGO, and at least two years experience managing complex grants
- Strong Excel skills and proficiency in other Microsoft Office apps
- 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 strong problem-solving skills and are able to multitask and prioritise work
- You have the ability to work with team members from different cultural backgrounds in a dynamic work environment
- You are fluent in English, both in writing and speech
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:

- 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
- Reimbursement of the costs of your commute.
- Medical insurance for you and your family
- Room for personal and professional development
- Great colleagues!

APPLY NOW!

If you believe you are the right fit for this role and are excited about the opportunity to make a difference, please submit your CV of no more than 2 pages and separate motivation letter by 18 August 2023 to vacancies@justdiggit.org with reference to ‘vacancy program finance coordinator’.

It would be great if you could start as soon as possible.

To learn more about our mission and our current regreening projects, have a look at www.justdiggit.org.