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**JOB DESCRIPTION**

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| **IDENTIFICATION** | |
| **JOB TITLE** | **Senior Programme Accountant** |
| **REPORTING TO** | **Senior Finance Manager with dotted line to Programme Manager** |
| **DEPARTMENT/UNIT** | **Programmes** |
| **DURATION OF CONTRACT** | **2 years (Renewable)** |
| **DUTY STATION** | **Nairobi, Kenya** |

Amref Health Africa was founded in 1957 and has since grown to become the largest African-based international health development organization, currently implementing more than 120 programs, directly reaching more than 12 million people across 35 African countries. Headquartered in Nairobi, Kenya, Amref Health Africa has offices in ten countries in Africa and an additional eleven advocacy and fundraising offices in Europe and North America. In the spirit of Ubuntu, partnership and networking are key elements of our approach. Amref has a staff complement of over 1,500.

Amref Health Africa is driven by its vision of ***‘Lasting health change in Africa’*** and its mission ‘***To increase sustainable health access to communities in Africa through solutions in human resources for health, health service delivery, and investments in health’.***

1. **GAVI CSO HOSTING ARRANGEMENT**

Amref Health Africa is the new host of the Gavi Civil Society Organization (CSO) Hosting Arrangement. In this role, Amref Health Africa will work with a wide array of local, national to international civil society organizations (the Gavi CSO constituency) by providing coordination, strategic advisory services, constituency governance systems and process management, communications and administrative services, including advocacy, networking and knowledge management. This is aimed at supporting Gavi to attain the global immunization Agenda 2030, Gavi’s Strategy for the 2021-2025 and COVAX.

1. **JOB PURPOSE**

The Senior Programme Accountant will report directly to the Senior Finance Manager with a dotted line to the Programme Manager. Working closely with the Programme Accountant and the Senior Finance Manager, the incumbent will oversee the unit’s finance and administrative functions including ensuring compliance with both Gavi and Amref financial and procurement rules and regulations, accounting and operations.

1. **PRIMARY RESPONSIBILITIES**

* Provide leadership to ensure that the program maintains the highest administrative, financial, and operational standards for compliance and audit.
* Establish and maintain sound and transparent accounting and fiscal control procedures for financial, sub-award and operations aspects of the program.
* Ensure compliance of financial systems within Amref Health Africa policies and procedures, Gavi rules and regulations, award requirements, and relevant government laws.
* Provide guidance in the development, analysis and monitoring of the programme budgets.
* Advise the Team Leader regularly on financial and operations related matters.
* Work closely with the Programme Accountant and regional office administrative (including financial, contracts, HR) program, and operational teams to ensure timely and quality reporting, and lead program teams.
* Oversee the preparation of expenditure reports, payment management system reports, and other required financial and audit reports to be submitted to Gavi
* Supervise program-based finance, operations, administration, logistics, contracts, security and procurement staff.

**REQUIRED QUALIFICATIONS**

1. **Education and Professional Qualifications**

* Master’s Degree or its international equivalent in Accounting, Finance, Business Administration or related field.

1. **Required Qualifications and Experience**

* Minimum of seven (7) or more years of relevant experience in financial and operational management and administration, including overseeing the finance and operations of equally large and complex programs.
* Demonstrated experience and skills in developing and managing large budgets.

1. **Knowledge, Skills and Abilities**

* Familiarity with Gavi policies and procedures.
* Familiarity with grants management and experience with financial and operations management.
* Ability to provide leadership, communicate effectively, conflict resolution, and promote a team approach to enhance staff commitment to the program’s success.
* Strong interpersonal skills.

1. **Languages**

* Excellent spoken and written English
* Proficiency in French is an added advantage.