

JOB DESCRIPTION

IDENTIFICATION	
JOB TITLE	Programme Accountant
REPORTING TO	Senior Programme Accountant & Managing Director Regional Hub, Eastern and Southern Africa
DIRECTORATE	Global Programs
DEPARTMENT/UNIT	Programs
TYPE OF CONTRACT	Regular
ROLE STATUS	National
DURATION	2 Years (Renewable)
DUTY STATION	Nairobi, Kenya

Amref Health Africa Overview

Amref Health Africa was founded in 1957 and has since grown to become the largest African-based international health development organisation; currently implementing more than 180 programs, reaching more than 40 million people across 35 African countries; and a staff complement of over 2,000. Headquartered in Nairobi, Kenya, Amref Health Africa has offices in ten countries in Africa – Burkina Faso, Ethiopia, Guinea (Conakry), Kenya, Malawi, Senegal, South Sudan, Tanzania, Uganda and Zambia. An additional eleven advocacy and fundraising offices are located in Europe and North America.

Amref Health Africa is driven by its vision of ***‘Lasting health change in Africa’*** and its mission ***‘To catalyze and drive community-led and people-centred health systems while addressing social determinants of health’***. We believe that the power to transform Africa’s health lies within its communities, and therefore strive to ensure that health systems are not only functional but that communities are empowered to hold these systems accountable for the delivery of quality and affordable health care.

FP2030 Overview

Family Planning 2030 (FP2030) is a global partnership of governments, civil society, multilateral organizations, donors, private sector, and researchers committed to supporting the rights of women and girls who wish to use contraception. Our vision is a future where women and girls everywhere have the freedom and ability to lead healthy lives, make their own informed decisions about using contraception and having children, and participate as equals in society and its development.

Since our founding in 2012, much has been achieved, but more remains to be done. The global family planning community agreed that the gains of the last nine years should be sustained by extending this pivotal partnership. Through a global consultation, stakeholders from around the world provided their input on the future of family planning. Together, the community created a shared vision for 2030 that builds on progress achieved to date, adapts the partnership in response to the lessons of the first nine years and positions us to achieve the future women and girls around the world are asking for.

The FP2030 Support Network will include five regional hubs: North, West and Central Africa; East and Southern Africa; Asia and the Pacific; and Latin America and the Caribbean, and North America and Europe, led by an Executive Director who reports to the Governing Board. Each hub will be headed by a Managing Director supported by a small team. The hubs will be hosted by NGOs in five cities where the hubs will be located. The creation of these regional hubs is the key element of FP2030’s new structure.

Amref Health Africa has been selected as the host of the FP2030 East and Southern Africa Regional Hub. The Program Accountant will be located within the Hub.

Working Relationships

Reporting to the AMREF Senior Programme Accountant assigned to FP2030 and a dotted line to the Managing Director FP2030 ESA Hub, the Programme Accountant will work closely with the rest of the Hub team. They will also collaborate closely with the FP2030 Executive Directorate and other relevant staff members across the FP2030 Support Network.

Job Overview

The Programme Accountant will provide financial support to FP2030 ESA Hub as well as ensure effective utilization of donor funds allocated to FP2030 ESA Hub. It will also ensure compliance to the various donor rules and regulations thus mitigating risks arising as a result of non-compliance to donor requirements.

Major Duties and Responsibilities

Key Area	Specific Tasks
Budgeting and Budget Monitoring	<ul style="list-style-type: none"> • Development of proposal budgets in liaison with the FP2030 ESA Hub team and Senior Program Accountant • Preparing annual budgets in liaison with the FP2030 ESA Hub team • Review of monthly income and expenditure statements with FP2030 ESA Hub team to monitor the budget performances • Carry out periodic review and reconciliations of FP2030 ESA Hub expenditure as well as disbursements, expenditures and fund balances in liaison with the grants team
Financial Reporting	<ul style="list-style-type: none"> • Preparation of financial reports to FP2030 ESA Hub donors and management • Preparation of any other ad-hoc financial reports and analysis as may be requested from time to time
Financial Audits	<ul style="list-style-type: none"> • Preparation of audit schedules • Participate in FP2030 ESA Hub audits /organizational audits as required • Provision of audit sample documents in support of the process • Respond to audit issues and ensure previous audit recommendations are implemented
Management of Debtors & Creditors	<ul style="list-style-type: none"> • Maintain up-to-date staff debtor’s accounts through regular staff account reconciliations • Ensures effective and timely processing of invoices or other payments and ensuring compliance to donor rules and regulations • Reviewing of the program’s creditors’ accounts in the system and reconciling them against creditors’ statements
Other	<ul style="list-style-type: none"> • Perform other related duties relevant to this role assigned by the Managing Director, the Senior Program Accountant and/or Senior Finance Manager

SELECTION CRITERIA

Education & Qualifications

- Bachelor’s Degree in Accounting, Administration, Finance, Commerce or relevant qualification
- Professional qualification - CPA (K), ACCA finalist or their equivalents
- ICT proficient, accounting and ERP software

Knowledge, Skills and Abilities

- Four (4) years' relevant experience
- FP2030 experience will be an added advantage

Personal competence

- Excellent oral and written communication skills
- Analytical and attention to details
- Good organization, planning and coordination skills
- Problem solving skills
- Team player
- Ability to work under minimal supervision

The above is intended to describe the general content of and requirements for performance of the position responsibilities. It is not to be construed as an exhaustive statement of essential functions, responsibilities or requirements nor meant to exclude other duties as assigned.

HOW TO APPLY

Please visit our website <https://amref.org/vacancies/> to make your application. You will be directed to our online portal where you will need to create an account in order for you to be able to submit your application. Your application should include a cover letter detailing why you are the best fit for this position and your CV with relevant skills and experience. Closing date will be **August 25, 2023**. Only shortlisted candidates will be contacted.

To note:

1. *Amref & FP2030 value equity-centered leadership and commits to furthering its racial and social justice values and commitments by integrating them into the organizational culture and weaving them into its global partnership work.*
2. *Groupings for the North, West & Central Africa and East & Southern Africa hubs reflect the Africa Union's sub-regions, which have been grouped together.*
3. *Women, people with disabilities, and candidates openly living with HIV, are highly encouraged to apply.*
4. *Amref is an equal opportunity and does not require applicants to pay any money at whatever stage of the recruitment and selection process and has not retained any agent in connection with recruitment.*
5. *Amref is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff to share this commitment.*