



## **FINANCE AND GRANTS MANAGER**

**Reports to:** Head of Finance and Administration

**Duty station:** Nairobi, Kenya

**Ref:** CBCC AFRICA\_HRU\_FGM\_Q42024

### **Background**

CBCC Africa is a Kenyan organization committed to delivering locally driven, comprehensive Social and Behaviour Change (SBC) solutions across diverse sectors through evidence-based programming, innovative approaches, and strengthened partnerships. With proven expertise in SBC program design, planning, implementation, evaluation, training, capacity building, and research, we are dedicated to transforming communities and fostering lasting societal change. Our work contributes to advancing SBC policy and practice in Kenya and across Africa, driving meaningful and sustainable impact.

### **Role Summary**

We are seeking to recruit a Finance and Grants Manager for an anticipated 5-year SBC Activity supporting priority health behaviors in Malaria, Family Planning and Reproductive Health, Maternal, Newborn, and Child Health (FP/RMNCAH), WASH, HIV, and Global Health Security. This activity will identify and address individual, social and structural factors influencing health behaviours, use evidence-based design and learning, strengthen government systems and structures to improve coordination, collaboration and learning for SBC initiatives as well as strengthen technical capacity at individual, organizational and systems level to effectively design, implement and monitor SBC interventions.

The **Finance and Grants Manager** will oversee all financial and grant management operations, ensuring budgetary alignment with donor requirements, compliance with regulations, and the effective use of resources. This role includes developing financial systems, supporting policy development, conducting capacity-building activities for sub-grantees, and promoting sound financial governance across CBCC Africa's projects.

### **Key Responsibilities**

#### **1. Financial Oversight and Management**

- Oversee budgeting, forecasting, financial reporting, and variance analysis to align with donor regulations and internal policies.
- Develop and maintain financial systems and tools that ensure compliance with donor requirements and organizational policies.
- Implement robust internal controls to prevent fraud and financial mismanagement, supporting transparent and effective financial management.

#### **2. Grants Compliance and Management**

- Ensure grant compliance with donor regulations and organizational policies across all project phases, including solicitation, award, administration, and closeout.
- Implement compliance tracking systems to monitor grant activities, financial expenditures, and adherence to donor guidelines.
- Conduct financial reconciliations and lead audits, ensuring transparency and compliance with grant requirements.

### **3. Policy Development and Implementation**

- Contribute to the development and periodic review of financial and grant management policies to align with donor regulations and best practices.
- Develop systems and procedures to strengthen grant management processes and ensure alignment with donor requirements and organizational standards.

### **4. Technical Support and Capacity Building**

- Provide technical guidance and support to sub-grantees on compliance, financial reporting, and organizational capacity building.
- Lead training sessions for sub-grantees and internal teams on financial management, donor compliance, and reporting.
- Conduct mentorship sessions to strengthen sub-grantee financial systems, ensuring proper use of funds and adherence to approved budgets.

### **5. Team Leadership and Collaboration**

- Supervise and mentor the Finance Officer and Grants Officer, promoting knowledge transfer and skills development in financial processes, compliance, and reporting.
- Work closely with program and operations teams to ensure data-driven financial decisions, fostering collaboration for effective project management.

### **6. Other Duties**

- Perform other relevant tasks as assigned by the Head of Finance and Administration to support CBCC Africa's financial and grant objectives.

### **Qualifications**

- **Education:**
  - Bachelor's degree in Accounting, Finance, Business, or a related field.
  - CPA or ACCA certification required.
- **Experience:**
  - Minimum of 8 years in financial and grants management, with a focus on donor-funded projects and compliance.
  - Experience in developing and implementing financial and grants policies and procedures.
- **Skills:**
  - Leadership: Proven skills in financial oversight, compliance, policy development, and team management.
  - Technical Expertise: Proficiency in financial management systems, grants management software, and Microsoft Office Suite.

- Communication: Strong communication and presentation skills with the ability to explain complex compliance and financial issues clearly.
- Integrity: High degree of accountability in managing grant resources and ensuring compliance with donor regulations.

### **Competences**

- Compliance and Regulation Knowledge: In-depth understanding of donor regulations, financial management, and compliance requirements for donor-funded projects.
- Policy Development and Implementation: Proven ability to develop and enforce policies and systems for effective financial and grant management.
- Capacity Building: Commitment to building financial management and compliance capacity within the organization and among sub-grantees.
- Team Leadership: Strong leadership abilities, promoting team cohesion and capacity development in compliance, financial processes, and resource management.

### **Child safeguarding and PSEA commitments**

CBCC Africa maintains a strict zero-tolerance policy toward all forms of sexual exploitation and abuse. The organization treats all reports involving exploitation or abuse against children and vulnerable adults with utmost seriousness. CBCC Africa has implemented safeguarding policies that establish clear expectations, a code of conduct, and responsibilities for its personnel, including staff, consultants, volunteers, and interns. All individuals associated with the organization are required to adhere strictly to these guidelines to ensure the safety and dignity of vulnerable population.

### **How to apply**

If you would like to join the CBCC Africa team, please complete the form on this link [Finance and Grants Manager](#)

All applicants must provide at least three professional references, who are not family members or relatives, with current telephone contacts and email addresses. The references must be able to provide substantive information about your past performance and abilities.

Please note CBCC Africa 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. Our vacancy notices may appear in different job boards; however, all open vacancies are published on our website under the Opportunities page and on our official social media pages. Kindly also note that official emails from CBCC Africa are from [hr@centreforbcc.com](mailto:hr@centreforbcc.com) address.

The closing date for submitting applications is November 13<sup>th</sup>, 2024 at 5 p.m. (East African Time). Only shortlisted candidates will be contacted.