



JOB DESCRIPTION

IDENTIFICATION	
JOB TITLE	Senior Programme Accountant
REPORTING TO	Senior Finance Manager
DEPARTMENT/UNIT	Finance
DURATION OF CONTRACT	3 years (Renewable)
DUTY STATION	Nairobi, Kenya

BACKGROUND

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.

JOB PURPOSE

The Senior Programme Accountant will manage the financial aspects of the Global Fund funded grant, ensuring compliance with donor requirements and organisational policies. This role involves detailed financial reporting, budget management, and collaboration with programme teams to support effective grant implementation.

PRIMARY RESPONSIBILITIES

- Provide leadership to ensure that the programme 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 programme.
- Ensure compliance of financial systems within Amref Health Africa policies and procedures, the Global Fund rules and regulations, award requirements, and relevant government laws.
- Ensure all financial transactions are recorded accurately in the accounting system.

- Provide guidance in the development, analysis and monitoring of the programme budgets.
- Work closely with the Programme Accountants and other finance staff and operational teams to ensure timely and quality reporting, and lead programme teams.
- Prepare and submit accurate financial reports to the Global Fund and other stakeholders within set deadlines. Conduct financial forecasting and variance analysis to support programme planning and decision-making.
- Work closely with the grants management unit to ensure financial reporting alignment for sub-recipients and conduct monthly sub-grant reconciliations.
- Coordinate and support internal and external audits, providing necessary documentation and responses to audit queries. Implement audit recommendations to improve financial controls and processes.

EDUCATION, EXPERIENCE AND ABILITIES

Education and Experience

- Bachelor's degree in Accounting, Finance, or a related field and a full professional accounting qualification (e.g., CPA, ACCA).
- A Master's degree in a relevant field will be an added advantage.
- At least 7 years of experience in financial management, preferably with experience managing the Global Fund funded grants including overseeing the finance and operations of equally large and complex programmes.
- Demonstrated experience in budget management, financial reporting, and compliance.

Knowledge, Skills and Competencies

- Familiarity with Global Fund 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 programme's success.
- Strong interpersonal and time management skills.
- Strong negotiation or persuasive skills

Languages

- Excellent spoken and written English

HOW TO APPLY

Interested? 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 **Thursday, 27th June 2024**. Only shortlisted candidates will be contacted.

Duly note that Amref Health 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. Although Amref may use different job boards from time to time to further spread its reach for applicants, all open vacancies are published on our website under the Vacancies page and on our official social media pages. Kindly also note that official emails from Amref Health Africa will arrive from an @amref.org address.

Amref Health Africa is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff to share this commitment. Amref Health Africa is an equal opportunity employer and has a non-smoking environment policy.