

JOB TITLE: HEAD OF FINANCE

Reports to: The Buildher CEO

Coordinates with: All Other Departments

Location: Nairobi, Kenya

The Head of Finance will be a strategic thought leader alongside the other Head of Departments. The successful candidate will demonstrate excellent leadership qualities and experience in modeling financial strategies. They will also be a strategic co-creator as well as a hands-on and participative manager and will lead and develop an internal team to support the following areas: finance, business development, planning and budgeting, human resources, administration, operations, procurement and IT. Ultimately the Head of Finance will play a critical role in maintaining the finances of the organization effectively to increase efficiency, impact and profitability.

The Head of Finance will work collaboratively with the Buildher Senior Team and Board. This is a tremendous opportunity for a finance and operations leader to maximize and strengthen the internal capacity of a well-respected, high-impact organization.

STRATEGIC FINANCE SUPPORT | 40% TIME ALLOCATION

- Assist in the development of Board presentations and materials;
- Transition the organization to digital/ paperless finance and accounting tools, processes and practices.
- Work closely and directly with the Buildher CEO and Senior Team to support financial goal setting, planning, tracking and optimization;
- Manage and develop Buildher's medium to long-term financial planning model to support Buildher's Strategic plan. Evolve the model in line with organization and business needs, ensuring the model allows the Board, CEO, and Senior Team the ability to explore the financial impact of different strategic and operational options & scenarios;
- Structure and manage effective financial sustainability modeling and strategies, as well as activity-based, cost-benefit modeling and analysis to quantify investment, impact, revenue and efficiency-related initiatives and to support decision-making across the Buildher's 3 strategic areas (training advocacy and research, revenue generation and Alumni support);
- Provide insights aimed at improving Buildher's long-term financial sustainability;
- Work closely and directly with the CEO, senior and Board leadership to support company-wide strategic initiatives;
- Translate operational data from across the organization into sound financial insights to support long-term goals and organizational growth;
- Support the development of pricing strategies & models;
- Provide financial advisory and support for strategic projects. For example, to evaluate and stress test new investment opportunities, ventures and new partnerships.
- Develop other financial models as required.

FINANCE MANAGEMENT: CONTROLS AND COMPLIANCE | 60% TIME ALLOCATION

- Provide leadership and management to achieve high performance and effective operational delivery; which will include managing the effective use of resources and staff.
- Devise and ensure delivery of a comprehensive schedule of financial monitoring reports to allow effective monitoring and planning by managers at both a strategic and operational level.
- Analyze and present financial reports in an accurate and timely manner; clearly communicate monthly and annual financial statements; collate financial reporting materials for all donor segments, and oversee all financial, project/program and grants accounting. Ensure consistent, monthly closing and reconciliation of accounts;
- Coordinate and lead the annual audit process, manage the selection process, liaise with external auditors and the board of directors; assess any changes necessary.
- Oversee and lead the annual budgeting and planning process in conjunction with the Finance Team, Head of Departments and CEO.
- Develop, administer and review all financial templates, plans and budgets; monitor and improve utilization of tools and documents, monitor progress and changes; and keep the Directors informed of the organization's financial challenges, gaps and status.
- Manage organizational cash flow and forecasting.
- Implement a robust contracts management and financial management/ reporting system; ensure that the procurement, contract management, billing and collection schedule is adhered to and that financial data and cash flow are steady and support operational requirements.
- Manage the finance contributions and responsibilities of fundraising tools and processes: Effectively collaborate with programmatic and fundraising colleagues to support fundraising goals, targets and monitoring. Effectively support team members who do not have finance backgrounds.
- Update and implement all necessary business and finance policies and accounting practices; manage, update and improve the finance department's overall policy and procedure manual.
- Effectively communicate and present the critical financial matters to the Head of Departments, Board of Directors, Funders and partners. Effectively communicate, build and manage strategic relationships with external stakeholders, funders and other partners.
- Lead responsibility for ensuring the financial skills and capacity of the existing finance, Head of Departments and non-finance staff across the organization are at a level which ensures effective financial management

and support within the organization. Manage and lead the finance team to achieve high performance and effective operational delivery, including developing and improving staff capacity and capability.

- Represent Buildher and the Finance Department at all strategic meetings, meetings with the funders, partners, Leadership Team, or other Committees, member led meetings and board meetings as required.
- Plan the delivery of financial management, financial reporting, financial advice and support to departmental heads, lead team members, program managers, budget holders, CEO/ Directors, the board and others as required; covering both short and long-term financial planning to benefit the delivery of Buildher's mission.
- Participate in bid analysis and contract negotiation supporting the procurement and operations team with all financial issues.

NOTES ON TERMS

- Safeguarding is everyone's responsibility and all employees are required to act in such a way that at all times safeguards the health and well-being of the Buildher team, beneficiaries, partners, donors and suppliers.
- The Employee may from time to time be required to undertake additional or other duties assigned by the Director as are necessary to fulfill the needs and requirements of the organization.
- Buildher reserves the right to make reasonable changes to the job description. Any minor variations will be advised before implementation, more significant changes will only be made with the approval of the Director and by giving the Employee at least one month's notice.

QUALIFICATIONS & SKILLS

- Minimum of CPA-K duly registered with ICPAK
- BCom Accounting or related degree
- At least ten years of overall professional experience; ideally six plus years of broad financial and operations management experience.
- The ideal candidate has experience of final responsibility for the quality and content of all financial data, reporting and audit coordination for either a division or significant program area, and has preferably overseen a human resources function previously.
- Ability to translate financial concepts to, and to effectively collaborate with, programmatic and fundraising colleagues who do not have finance backgrounds.
- A track record in grants management.
- Technologically savvy with experience selecting and overseeing software installations and managing relationships with software vendors; knowledge of accounting and reporting software.
- Commitment to training programs that maximize individual and organization goals across the organization including best practices in human resources activities.

- A successful track record in setting priorities; keen analytic, organization and problem-solving skills which support and enable sound decision making
- Strong team-player skills and the ability to ensure that policies are carried out across multiple countries.
- Excellent communication and relationship building skills with an ability to prioritize, negotiate, and work with a variety of internal and external stakeholders.
- A multi-tasker with the ability to wear many hats in a fast-paced environment.
- Personal qualities of integrity, equality and inclusivity, co-creation and a change-maker mindset and dedication to the mission of Buildher.
- Experience with accounting software including QuickBooks, Microsoft Office, Dropbox file management, Google Drive, Google Docs, Google Sheets, Gmail & Google Calender.

HOW TO APPLY

To apply, please submit:

- A detailed cover letter explaining your qualifications, why you are a good fit, and what attracts you to apply for this position.
- Your detailed CV highlighting relevant experience.
- Relevant training and work experience documents
- 3 senior professional references from relevant employment experience.

Email your application packet to **apply@buildher.org**

Email subject: [Application For Position As Head of Finance](#)

APPLICATION DEADLINE: March 31st.