TERMS OF REFERENCE – FINANCE AND GRANT MANAGER

Position Title: Finance and Grant Manager

Job Type: AfricaNenda

Location: Remote (Africa)

Reports to: Director of Operations and Strategic Initiatives

1. ABOUT AFRICANENDA

AfricaNenda is an African-led team of experts committed to unlocking the potential of digital financial services for the financially excluded across the continent by accelerating the scale-up of instant and inclusive payments systems. Our approach is to provide public and private sector stakeholders with technical expertise and the capacity to reduce barriers to digital payments. We want to enable everybody in Africa to make digital transactions seamlessly and at a low cost wherever they are on the continent by 2030.

Visit our website for more information: www.africanenda.org

2. PURPOSE OF THE POSITION

The Finance and Grants Manager is responsible for overseeing financial transactions, maintaining accurate financial records, and ensuring compliance with financial policies and regulations. This role plays a vital part in the organisation’s financial management and supports decision-making processes by providing accurate and timely financial information. Furthermore, the Manager will support the AfricaNenda management in donor compliance, timely reporting, project document filing, and project management.

3. KEY RESPONSIBILITIES

1. Financial Transactions:
   - Ensure that all transactions are properly accounted for, and the financial systems are maintained under all procedures and controls.
   - Ensure accuracy and completeness of financial data and documentation.
   - Review and verify financial documents for compliance with organisational policies and procedures.

2. Budget Management:
• Lead the annual budgeting process in conjunction with the executive team.
• Monitor budget performance and provide regular financial forecasts.
• Analyse financial data and trends to support strategic decision-making.
• Collaborate with relevant departments to ensure adherence to budgetary guidelines.

3. Financial Reporting
• Prepare and generate financial reports, including balance sheets, income statements, and cash flow statements.
• Provide regular financial reports to management, highlighting key financial metrics and trends.
• Generate precise financial reports for internal and external stakeholders, including donors.

4. Bank and Cash Management:
• Manage bank accounts and perform bank reconciliations.
• Manage cash flow and forecasting; develop a reliable cash flow projection process and reporting mechanism.
• Facilitate cash and fund transfers as required.

5. Grant Management:
• Oversee grant administration, ensuring compliance with donor requirements.
• Coordinate with program teams to ensure grant funds are utilized appropriately and in alignment with grant conditions.
• Monitor grant progress, track expenses, and ensure compliance with grant requirements.
• Prepare and submit required grant reports, budget proposals, financial reports, and documentation in a timely manner.
• Maintain accurate records of grant-related activities.

6. Payroll Processing:
• Administer payroll processes, including salary calculations, deductions, and tax compliance.
• Ensure accurate and timely disbursement of employee salaries.

7. Vendor and Supplier Management
• Manage relationships with vendors and suppliers.
• Review and process supplier invoices and payments.

8. **Compliance and Risk Management:**

• Ensure compliance with all statutory legislation and regulations, including financial and grant-related compliance.

• Develop and implement policies and processes, manuals, and templates to ensure that financial information and data are secure and compliant with regulations.

• Implement financial policies and procedures; develop processes, to ensure compliance and effective financial management.

• Identify and mitigate risks associated with grant-funded projects.

9. **Audit and Controls:**

• Coordinate with auditors to facilitate internal and external audits, enhancing financial transparency and accountability.

• Ensure compliance with financial regulations and reporting requirements.

• Implement and maintain internal controls to safeguard assets and prevent fraud.

10. **Stakeholder Communication:**

• Communicate financial metrics to senior management and the Board of Directors.

• Maintain relationships with donors, funding agencies and programme partners.

11. **Training and Capacity Building:**

• Identify financial management capacity gaps and training needs assessments for AfricaNenda staff and provide hands-on support and training for proper and effective use of resources.

**4. QUALIFICATIONS**

• Bachelor’s degree in finance, Accounting, or a related field. Professional certification (e.g., CPA, CFA) is a plus.

• Proven experience in finance or accounting roles and grants management.

• Strong understanding of financial regulations, grant compliance requirements, and best practices in financial management.
• Proficient in financial software, databases, and MS Excel; experience with cloud-based financial systems is a plus.
• Knowledge of donor compliance regulations
• Experience in payroll management and collaboration with HR departments.
• Excellent analytical, problem-solving, and communication skills.
• Self-motivated with demonstrated ability to generate financial reports and meet set deadlines and with good integrity.
• Team player with good interpersonal/communication, documentation, and facilitation skills and the ability to work under minimum supervision.
• Strong communication and people skills, with the ability to present financial information clearly to non-financial colleagues.
• Ability to work remotely and manage tasks effectively in a fast-paced, multicultural environment.

How to apply
Qualified candidates are invited to submit a CV and cover letter to applications@africanenda.org before 05 March 2024, and the subject line should read “Finance and Grant Manager” and relevant files labelled accordingly e.g.: “CV – (Name)”. Please note that incomplete applications will not be considered. As there are several applications, only shortlisted candidates will be contacted. However, we encourage interested parties to continue to check our website for opportunities as they come up.

AfricaNenda is an equal-opportunity employer and strongly encourages applications from people of all backgrounds. We are committed to creating a diverse environment and are proud to be an inclusive organization.