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 Risk & Governance Analyst is a newly created position and reports directly to the Director of Operations and Strategic Initiatives with further accountability to the Finance Manager and CEO. The purpose of the role is to oversee the organisation’s control frameworks, manage risk and oversee the governance processes to ensure compliance with internal policies and external regulatory requirements. As the first hire in this area, you will drive innovation and the creation of key frameworks/processes.

3. KEY RESPONSIBILITIES

Risk Management:

- Manages, coordinates, and influences the company’s risk management process to ensure that the process develops and matures.
- Conduct regular risk assessments to identify potential risks affecting the organization, including financial, operational, strategic, and compliance risks.
- Develop and implement strategies and action plans to mitigate identified risks.
- Continuously monitor risk factors and the effectiveness of mitigation measures, reporting findings to the Finance Manager and relevant stakeholders.
Compliance:
- Ensure that the organisation complies with all relevant laws, regulations, and guidelines, particularly those related to funding requirements.
- Assist in developing, updating, and enforcing compliance policies and procedures.
- Review relevant policies, procedures, and processes to ensure that AfricaNenda complies with all Internal Controls.
- Conduct compliance training and awareness programs for staff to ensure they understand their roles in maintaining compliance.

Governance:
- Support the development and implementation of a governance framework that aligns with funding requirements and best practices.
- Provide support to the board of directors and management by preparing reports, analyses, and recommendations related to risk and governance.
- Serves as the senior support staff to the Board ensuring all matters are handled effectively.
- Developing Board and Committee packs and coordinating and organising the flow of information to directors, including preparing and distributing board packages for meetings in liaison with the CEO's Office.
- Facilitate communication and engagement with stakeholders on governance and risk management issues.

Financial Management Support:
- Assist in financial planning and analysis, incorporating risk assessments into budgeting and financial forecasts.
- Support the implementation and monitoring of effective internal controls to manage financial and operational risks.
- Coordinate with internal and external auditors, providing necessary information and implementing recommendations.
- Manage the end-to-end attestation process and ensures that key AfricaNenda controls that impact the financial processes are attested to accordingly by the relevant control owners.
- Review relevant policies, procedures, and processes to ensure that financial reporting process controls and “Risk and Control Matrix (RACM)” are adequately documented and maintained.
- Ensures that all new financial reporting risks and/or controls are identified and included in the RACMs i.e., RACM change management.

Project Support:
- Work with project teams to identify and manage project-specific risks, ensuring alignment with overall organizational risk management practices.
• Conduct regular compliance checks on project activities, ensuring adherence to grant conditions and reporting requirements.

Reporting:
• Reviews departmental and align departmental risk logs to the overall company risk log.
• Prepare regular reports on risk management, compliance, and governance activities for the Finance Manager and other senior management.
• Report any incidents of non-compliance or significant risks to the Finance Manager promptly.

Continuous Improvement:
• Manages and conducts regular updates and/or training on Best Practice Risk Management Principles and related Governance Policies.
• Interprets gaps to best-practice financial reporting controls, understands impact, and root cause and implements corrective action needed to bring about improvement.
• Gather feedback from various departments to improve risk and governance frameworks and practices.
• Ensures that the annual Code of Conduct Compliance programme is embedded and maintained within the business.

4. QUALIFICATIONS
• Advanced degree in Business Administration, Finance, Law, or related field.
• Professional qualifications in risk management, governance, or compliance.
• Experience in risk management and governance, preferably in the NGO sector.
• A minimum of 3-5 years working experience at senior management level
• Application experience of governance rules, reports, and communications of a Board of Directors.
• Excellent oral and written communication skills, including the ability to summarize lengthy discussions on complex topics and identify key themes and decisions.
• Self-manager, analytical and critical thinker, able to work with tight deadlines and handle multiple concurrent projects, while participating in strategic planning.
• Teamwork and Respect for diversity with excellent interpersonal skills and ability to establish and maintain effective working relations in multicultural, multi-ethnic environments with sensitivity and respect for all. Also, ability to coordinate and lead cross-functional teams.
• Strong supervisory skills with the ability to effectively build the capacity of others and accelerate organizational development.
• In-depth working knowledge of grant management, understanding fundraising, relief, and development and advocacy issues, including operational consequences.

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 “Risk and Governance Analyst” 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.