

JOB DESCRIPTION

Chief Financial Officer

LOCATION: CFK Africa Headquarters, Kibera, Nairobi, Kenya

Reporting to the Executive Director (ED), the Chief Financial Officer (CFO) serves on the Executive Management Team to provide financial leadership and management to ensure the financial infrastructure and systems necessary to support CFK Africa's strategic mission to empower youth in slums. The CFO is critical in financial planning, grants management, compliance and control, developing operational strategies, and ensuring financial health and adherence to donor requirements.

Established in 2001, CFK Africa is a U.S. 501(3)(c), Kenyan-registered international non-governmental organization (NGO) and major affiliated entity of the University of North Carolina at Chapel Hill (UNC) that empowers youth in urban slums (informal settlements) in East Africa through locally led leadership development and innovative public health delivery and research. Co-founded through a unique partnership between a Kenyan community organizer, a Kiberan nurse, and a UNC student, the organization currently maintains a team of 90 full-time employees who serve more than 200,000 slum residents each year on an annual budget of \$3.5 million USD generated through earned revenue, charitable contributions, and government contracts.

The Board and ED seek a mission-focused, seasoned, strategic, and process-minded leader to serve as CFK Africa's CFO, with experience leading an executive management team and developing a performance culture among diverse, talented individuals. The CFO must be a leader who can help others at CFK Africa deliver measurable, cost-effective results. Importantly, a successful CFO will have the skills, sensitivity, and personal confidence to tap into the power that each team member brings to this mission.

Key Responsibilities:

Leadership and Management

- Develop and implement operational efficiency strategies for the Finance Department.
- Perform strategic analysis of the overall financial health of CFK Africa's programs.
- Provide financial data and insights to support decision-making by the ED and Senior Management Team (SMT) in line with organizational strategies.
- Provide financial forecasting aligned with CFK Africa's 5-year strategic plan.
- Provide oversight and ensure retention of business and operational files.

Controllership

- Ensure all financial practices comply with organizational policies, local laws, and donor requirements.
- Develop financial procedures and policies as needed.
- Manage internal controls and safeguard the organization's assets, including cash, inventory, and fixed assets.
- Provide the ED and the Board of Directors with timely updates on financial performance and internal control issues.
- Facilitate and oversee internal, external, donor, and/or government audits to ensure full compliance with regulations and donor terms and conditions.
- Ensure timely completion of monthly balance sheet reconciliations and maintain up-to-date financial records.
- Act as the primary liaison on financial matters, including cash flow, budget management, and compliance.

- Build relationships with government authorities, partner agencies, donors, and NGOs.

Grants Management & Compliance

- Oversee the financial management of grants, ensuring compliance with donor regulations, legal obligations, and internal policies.
- Lead the development of grant budgets and ensure that financial reporting aligns with programmatic objectives.
- Collaborate with program staff to ensure proper allocation and utilization of grant funds.
- Prepare, review, and approve donor financial reports, ensuring accuracy, completeness, and timely submission.

Budget/Forecast

- Lead the preparation and revision of grant proposal budgets and support costing for budget submissions.
- Prepare and maintain the annual operating budget, ensuring cost coverage.
- Present and regularly review budget-to-actual income and expenditures with the ED and Program Leads.

Treasury

- Oversee bank relations, including negotiations on fees, interest, and exchange rates.
- Ensure the accuracy of bank account and cash reconciliations.
- Maintain forecasts of cash requirements for future spending and grant implementation.
- Minimize foreign exchange exposure to currency fluctuations.
- Oversee the collection of contractual receivables.

General Accounting

- Oversee daily operations of the Finance Department, including payroll management, timely payments, accurate financial postings, and proper coding of expenses.
- Develop and implement financial systems and ensure timely monthly, quarterly, and annual financial reports for the Board of Directors, donors, and staff.
- Ensure proper control of assets, funds, equipment, property, and facilities.
- Develop and enforce expenditure and procurement policies and procedures and train staff.
- Manage cash flow and monitor foreign exchange gains/losses.

Team Leadership & Staff Management

- Develop finance department roles and responsibilities matrix and ensure job descriptions are current.
- Recruit, train, and maintain a qualified finance team, conducting performance reviews and providing career development opportunities.
- Provide technical support and financial management training to finance and non-finance staff.

Government Relationships

- Maintain strategic links with national and county government ministries, ensuring participation in key activities.
- Represent the organization at high-level government meetings.
- Manage NGO Board compliance and documentation requirements.

Key Qualifications

- Master's degree in Accounting, Business Administration, Commerce, or Finance required.

- Certified Public Accountant (CPA) and an Institute of Certified Public Accountants – Kenya (ICPAK) member.
- Minimum of 10 years of experience in finance, with at least 5 years of experience in leadership Senior Finance Manager roles in a donor-funded environment.
- Experience managing donor-funded grants, ensuring compliance with donor requirements, and overseeing financial reporting is required.
- Proven ability to manage donor reporting and compliance requirements.
- Advanced knowledge of QuickBooks, Excel, and ERPs for financial management, procurement, risk management, and supply chain management.
- Proven ability to lead and develop finance teams.
- Experience in providing training to finance and non-finance staff.
- A proven track record of identifying and resolving issues.
- Expertise in developing and implementing finance and operations policies and systems.
- Strong leadership and management skills with the ability to foster a culture of accountability and high performance.
- Excellent financial management, budgeting, and reporting skills.
- Interest and experience in using technology to drive operational efficiency.
- Alignment with CFK Africa’s vision, mission, and values.

Application Instructions

To be considered for this position, applicants must submit the required materials [via this link](#). Application requirements include 1) a short eligibility questionnaire, 2) a current resume, and 3) a cover letter that directly states your specific professional interests in CFK Africa and the skill set you bring that highlights your ability to work with an NGO in high-poverty communities. CFK Africa will review applications that include all requirements on a rolling basis until the position is filled.

Thank you for your interest in CFK Africa.

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