The AECF (Africa Enterprise Challenge Fund) is a non-profit institution supporting early and growth stage businesses – through provision of patient capital – to innovate, create jobs, leverage investments and markets in an effort to create resilience and sustainable incomes for rural poor and marginalized communities in Africa.

AECF’s strategy is focused on agribusiness/agriculture and renewable energy sectors with increased support to climate technologies, deepened focus on gender, youth, and employment, aimed at attaining the institution’s vision of ‘A Prosperous and Enterprising Rural Africa’.

The AECF is headquartered in Kenya with offices in Cote d’Ivoire and Tanzania.

The position sits within the establishment of the Finance for Inclusive Growth Programme – Somalia.

**About the Programme**
Finance for Inclusive Growth in Somalia (FIG – Somalia) is a pilot programme component under the Inclusive Local and Economic Development (ILED) a programme whose objective is to contribute to stability in Somalia by extending state authority and services, promoting local reconciliation and peacebuilding, creating inclusive economic opportunities and protecting the most vulnerable. FIG Somalia seeks to work through participating financial institutions to fill a financing gap in Somalia by providing them with access to a revolving fund for credit to be used for the sole purpose of providing onward lending to women and youth in business and producers.

We are looking for a candidate who is passionate, innovative and has the technical capability for the role of a Finance Officer.

**JOB SUMMARY**
The Finance Officer will be expected to work flexibly and collegially in offering support to the Senior Finance officer and other internal stakeholders in the financial management system of the AECF. They will have the responsibility of providing timely and efficient accounting and financial support service to the AECF through ensuring accuracy and completeness in the payment processes, data management and reporting as well as maintaining high financial management and control standards.

**DUTIES & RESPONSIBILITIES**
- Support in ensuring the accuracy on postings that align to the Programme design and budgets.
- Provide overall financial oversight to the programme at all stages including timely preparation of budgets and financial reports.
- Maintain primary relationship and correspondence with donors on all financial requests and queries.
- Develop and update Program-specific budget and financial reporting templates for AECF and investees, as requested by the donor.
- Assist the management accounting team and Head of Finance to prepare accurate and reasonable institutional budgets and budget narratives, consistent with the institutional strategy, and adhere to donor and AECF policies
- Provide periodic budget monitoring reports to the program teams to guide in decision making with the ultimate aim of meeting donor expectations.
- Track, report and consolidate monthly program expenses, burn rates and cash received from donors.
• Prepare consolidated programme financial reports based on the contract obligation schedules.
• Maintain and monitor a consolidated investees financial tracking tool for the entire program.
• Ensure program audits are conducted on time and audit findings resolved adequately

**ACADEMIC QUALIFICATIONS**
• Bachelor’s degree in Commerce, Accounting or Finance specializations or similar qualifications

**PROFESSIONAL QUALIFICATIONS**
• Must be a Certified Public Accountant (CPA) or hold an equivalent professional accounting qualification e.g. ACCA.

**RELEVANT EXPERIENCE**
• Minimum of 5 years’ experience in program accounting and financial management in not for profit sector and/or development finance institutions.
• Experience working with donor funded programs (e.g. DFID/FCDO, USAID, Sida and/or EU) required.
• Computer proficiency and familiarity with a range of software applications including MS Excel, MS Word.
• Proficient in Serenic Navigator software.
• Excellent analytical and communication skills with the ability to prepare financial reports to a high level of proficiency.
• Good interpersonal skills and ability to work with a cross-cultural team
• Excellent written and spoken English is essential;
• Somalia nationals are preferred with knowledge of Somali language.

The AECF is an Equal Opportunity Employer. The AECF considers all applicants based on merit without regard to race, sex, colour, national origin, religion, age, disability or any other characteristic protected by applicable law.

If you believe, you can clearly demonstrate your abilities to meet the relevant criteria for the role, please submit your application quoting in the subject line the Job Title ‘Finance Officer/AECF/Somalia - /2020’ and attach a detailed CV with correct e-mail address and telephone contacts to recruitment@aecefrica.org to be received on or before 28th September 2020.

**Only shortlisted candidates will be contacted.** For more information on AECF, please visit [www.aecfafrica.org](http://www.aecfafrica.org)