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AFIDEP is a regional non-profit research and policy Institute whose mission is to institutionalize a culture of consistent use of evidence in public policy formulation and implementation to address various development challenges in Africa.

Our work focuses on five thematic areas namely: Population Dynamics and Demographic Dividend, Health and Wellbeing, Transformative Education and Skills Development, Environment and Climate Change, and Governance and Accountability.

The Institute is registered as a Non-Governmental Organisation in Kenya and Malawi where it has offices and in the USA as a 501c3 non-profit organization.

AFIDEP is looking to recruit qualified and experienced persons to fill the position listed below. The successful candidate will be based at the Institute's office in **Nairobi, Kenya** or **Lilongwe Malawi**.

### **Grants Accountant**

To provide effective support to programmes implementation through management of programme funding and implementation systems and activities. He/she will support pre-award financial proposal development efforts, set-up, and post-award management and monitoring of grants and contracts as well as project closure of project financial activities. In addition, he/she will provide support to project teams on compliance to donor rules and regulations providing budgetary oversights on project activities. He/she will be required to build greater capability of the institute in grants and sub-grants management that is aligned with the institute's program and partnership approaches.

### **Main Responsibilities**

#### **A] Project development & Resources mobilisation**

- Support the translation of project proposal and plan into financial plan.
- Support project development budgeting process
- Provide best practice models and tools to ensure exhaustive project costing and full cost recovery

- Establish and develop effective working relationships with project stakeholders and develop funding projections for outstanding proposals/concept notes.
- Compute, prepare and submit the annual indirect cost rate. Negotiate the rate with the applicable donor as necessary.
- The officer should ensure timely reporting, correct interpretation of budgets, etc to ensure the institute maintains good relationships with donors

#### **B] Donor accounting**

- Coordinates the accounting functions related to sponsored programmes and other restricted accounts
- Reconciliation of donor statements
- Timely and accurate donor invoicing
- Timely donor reporting
- Management of donor accounts and statements
- Monitor all budgeted programme expenditures and manage a system for regular monitoring of budget expenses and associated variations.
- Ensure adequate resources availability for programme implementation.

#### **C] Programmes accounts management**

- Projects budgeting
- Projects accounts maintenance
- Projects reporting. Ensure that financial reports for funders are submitted in a timely manner.
- Monitoring of grant budgets, expenditures and forecasts of future needs
- Support to projects managers on projects administration and financial management
- Maintenance of projects financial management documentation
- Oversee the collection and maintenance of records on the clients of the Institute for statistical purposes according to confidentiality/privacy policy of the organisation

#### **D] Management of partners' accounts**

- Partner statement reconciliation
- Partners' financial reports consolidation
- Partners' requests/claims verification and reconciliations before forwarding to for approvals
- Maintenance of partners' files and documentation
- Establish and leverage partnerships with implementation consortia members and other stakeholders

#### **E] Project audit facilitation**

- Plan project audits as per donor and AFIDEP guidelines
- Support execution of the audit
- Maintenance of audit files and schedules
- Custody of programmes contractual and transaction documentation

**F] Partners capacity building**

- Support partners in their financial management activities
- Partners training and support
- Regular monitoring of sub-partner budgets and expenditure levels ensuring compliance with contract agreements
- Provide training & workshops to all grant stakeholders on how to more efficiently and effectively manage their respective grants in following policy, guidelines, and all applicable regulations related to programs

**KEY PERFORMANCE INDICATORS**

- Effective grant contracts administration
- Up to date programme financial information
- Proper and complete programmes documentation
- Effective support to programme teams
- Accurate and timely projects reports
- Compliance with donor conditions
- Complete cost recovery from programme activities
- Effective overhead rate negotiations with donors

***Qualifications and Requirements***

- The candidate should possess a minimum of Masters' degree in Business Administration with a Finance or accounting first degree.
- Holders of professional accounting/finance qualification will be preferred
- Minimum of 5 years of relevant experience in international non-profit organisation
- Demonstrated experience in supporting international development programme activities
- Proven experience in management of grants and grants contracts, working with and interpreting applicable donor rules and regulations.
- Demonstrated experience in donor requirements of key donor organisations. Experience in using computerised accounting system.
- Demonstrated skills in computerized accounting as well as MS office and internet;
- Strong quantitative and analytical skills especially with long and many spreadsheets;
- Critical thinking, with excellent writing and communication skills.
- Additional official language such as French will be an added advantage.
- Ability to work independently, take initiative, set priorities and see activities through to completion.
- Meticulous and attentive to details with wide experience in management of budgets.
- High integrity, hardworking and willing to go the extra-mile to meet deadlines.
- Excellent interpersonal skills

### ***Behavioural Competencies***

- **Integrity and Ethics:** High integrity and ethical behavior in all dealings and ensure that own behavior is consistent with AFIDEP's values and standards
- **Professionalism:** Demonstrates ethics, standards and expertise in all areas of work; highly cautious with etiquette and well groomed
- **Result oriented:** Consistently meet set goals, focused and goal oriented. Proactive and responsive to staff and stakeholder needs
- **Cost consciousness:** Develop new and innovative ways manage operations of the organization in a cost effective style
- **Team player/ Interpersonal relations:** Establish and maintain positive working relationships with others, both internally and externally to achieve the goals
- **Confidentiality:** Guarantee open communication and that information is shared with prudence and ensure confidentiality as appropriate.

### **How to Apply**

- For **Nairobi applicants** please send a motivation letter indicating your suitability to this position and a detailed CV which should include three relevant referees to [hr@afidep.org](mailto:hr@afidep.org) not later than **05 February 2021**.
- For **Malawi applicants** please send a motivation letter indicating your suitability to this position and a detailed CV which should include three relevant referees to [HR.malawi@afidep.org](mailto:HR.malawi@afidep.org) not later than **05 February 2021**.
- Applications should include the title of the position as the subject of the email.
- Only shortlisted applicants will be contacted.