Chief Financial Officer

Status: Full-Time
Location: Nairobi, Kenya
Start Date: December 2015
Compensation: Salary commensurate with qualifications
Department: Finance & Operations
Reporting Relationship: Reports directly to ZanaAfrica Foundation & ZanaAfrica Group CEO’s

Job Summary and Key Priorities
ZanaAfrica seeks to grow its Senior Management Teams and finance unit with the addition of a CFO to work collaboratively with our Hybrids’ CEOs and Chief Operating Officer.

The CFO will be responsible for the overall management of finance, which includes provision of leadership in areas of Sales and Marketing, Programs, Research and Development, financial services, issues related to short-and-long term financial planning, corporate diversification, capital and operational budgeting, fundraising, revenue generation and expense management, financial analysis and financial operations.

The CFO will additionally be responsible to ensure completeness and integrity for the revenue cycle and follow-up on concerns regarding revenue and expenses; and, to participate in the development of short and long term objectives that will assure the continued growth of the Company as directed by our Business Model.

We seek an outstanding candidate with demonstrated leadership experience and a professional track record of exceptional performance in key executive financial positions.

Responsibilities

Strategy and Management

• Serve as a business partner to the CEOs of the Foundation and Group on the organizations’ financial, budgeting, and administrative processes—including partnering with the COO on HR, payroll, and benefits functions—with an eye to continuously developing and improving systems
• Partner with the leadership team on all operational and strategic issues as they arise; provide strategic recommendations to the leadership based on financial analysis and projections, cost identification and allocation, and revenue/expense analysis
- Participate in the ongoing strategic planning process as an integral member of the senior management team
- Oversee long-term budgetary planning and cost management in alignment with ZanaAfrica Foundation’s and Group’s strategic/fund raising plan
- Engage the full leadership and finance team to align financial management with short- and long-term financial planning and projections
- Engage the boards’ finance committee around issues, trends, and changes in the operating model and operational delivery where needed
- Develop and manage direct staff, to include managers in finance, HR, and IT; guide larger multi-disciplinary teams outside of direct span of control
- Provide guidance on attracting and developing key international team members for ZanaAfrica Foundation and Group

**Proactively manage cash flows in a leveraged environment**

- Assume overall leadership of the day to day financial and control operations of ZanaAfrica subsidiaries, including financial reporting, planning and analysis
- Conduct meaningful proactive analysis to improve key business sales decisions focusing on management of working capital
- Lead financial planning, budgeting, cash flow, grant reporting, investment reporting and tracking while coordinating with centralized budgeting to ensure timely and accurate compilation of forecasts
- Plan, coordinate and execute the annual budget process, direct the preparation of monthly financial reporting for departments and routinely assist in the evaluation of this reports
- Liaise to the boards and auditors through effectively communicating and presenting critical financial matters

**Lead and define the financial strategy**

- Develop, monitor and evaluate overall corporate strategy with the CEOs and Team Leads with emphasis on bottom line performance
- Lead the company’s economic strategy, forecasting and financial modeling and management, generating useful financial insights to help make better decisions on formulation and execution of our business model
- Coordinate data driven analytics throughout the entire company to accurately measure current levels of earnings and to identify risks and opportunities, Anticipate and correct problems in advance

**Financial Management**

- Review and approve preparation and finalization of monthly and annual financial reporting materials and metrics for Foundation and Group board of directors
- Oversee budgeting, financial forecasting, and cash flow for administration, existing programs, and proposed new sites
- Manage one full-time accounting administrator; hire and retain support staff as needed in the future

**Internal Finance Control**
• Coordinate all audit activities
• Provide useful financial insights to help make better decisions about formulating and executing strategy of various arms of ZanaAfrica while recommending revisions to financial policies and the development of relevant operation procedures
• Revise, develop and implement finance policies including develop processes and disciplines around monitoring and assessing potential risk of various business activities
• Expand financial reporting systems to determine daily and weekly sales gross profit estimates and monthly investors dashboard reporting; review performance as measured against planned objectives and budget goals
• Establish internal control processes required to manage and grow the business
• Oversee budgeting, and the implementation of budgets, so as to monitor progress and present operational metrics both internally and externally.
• Ensure that finance staff maintains financial record systems in accordance with Generally Accepted Accounting Principles, and monitor the use of all funds
• Oversee the preparation and approval of all financial reporting materials and metrics for funding organizations and ZanaAfrica Foundation’s and Group’s board of directors
• Prepare and communicate monthly and annual financial statement.
• Manage cash flow and forecasting; direct all financial, project-based, and departmental accounting.
• Evaluate and oversee all benefits negotiations with COO, thus providing the most competitive packages for ZanaAfrica Foundation and Enterprise employees

Fundraising & Communication
• Lead financial aspects of potential fundraising activity; Lead the financial evaluation of possible grants and loans collaboratively with CEO
• Structure, negotiate, and finalize required agreements for grants and loans, Leading Budgeting and Cash flow channeling for various activities as per respective guidelines
• Be involved in Fundraising proposal writing and grant and investor reporting as per reporting donor guidelines
• Drive effective internal and external communication interactions
• Manage communication of financial implications of business decisions to CEO, Team Leads, Customers and Investors, voicing well-substantiated dissenting opinions

Critical outcomes include:
• Leading and structuring the accounts/finance team
• Supporting the executive team with key financial information
• Driving a culture of accountability in managing the Limited Company

Required Qualifications
• 5-10+ years’ progressive leadership experience in a similar position
• Degree in Accounting, Finance or relevant field, CPA and/or Master’s Degree is a strong merit
• Strategic Leader with strong grasp of financial concepts, business models and proven experience creating positive, measurable impact in a Hybrid environment
• Business experience working within East Africa or across multiple countries
• Experience with grant reporting and fundraising
• Proven experience building and managing complex business models
• Ability to balance attention to detail with seeing the big picture to execute administratively while forming strategy
• Inexhaustible enthusiasm, energy and humor

**Our Culture**
We’re a growing group of now 18 bold, smart, dedicated individuals from diverse backgrounds who are passionate about empowering girls and women using all the tools available of non-profit and for-profit acumen. We’re a tight knit team of big thinkers and visionaries who are constantly pushing ahead, innovating, and moving fast to have the greatest impact on the lives of girls and society as a whole.

**How to Apply**
Kindly include the position title in the subject line of the email and send your CV, Cover Letter, a writing sample, and referees, addressed to Caroline Gitau at careers@zanaafrica.com by 15th November 2015.

**INCOMPLETE APPLICATIONS AND APPLICATIONS NOT IN PDF FORMAT WILL NOT BE REVIEWED.**

Only Shortlisted Candidates Will Be Contacted Interviews, will be conducted on a rolling basis.