

About the role

Project Finance Officer

Samuel Hall is seeking a highly qualified and results-oriented professional to join our team as a Project Finance Officer. This vital role involves not only overseeing all financial aspects of grant-funded programs and contracts, but also providing strategic financial planning and advisory support to project managers and leads.

You will ensure the effective stewardship of donor funds, maintain the highest standards of accountability and transparency, and contribute to decision-making with accurate forecasts and insights. The role also requires ensuring strict donor compliance, preparing high-quality reports, and supporting audits and operational improvements.

The Project Finance Officer will report directly to the Finance Director (with a dotted line to the Project Manager(s)). This is a full-time, 1-year contract with the possibility of extension, based in Nairobi, Kenya, with travel of up to 20%.

Key Responsibilities

The role involves financial planning, monitoring, reporting, and compliance while maintaining the highest standards of accountability and transparency.

Financial Management and Planning

- Develop and manage budgets for grant-funded projects and contracts.
- Track financial performance against budgets, providing early warnings on any deviations to ensure effective financial control.
- Provide timely financial insights and advisory support to project managers and leads.

Compliance, Reporting & Operations

- Ensure strict compliance with donor requirements, regulations, and contractual obligations in Kenya.
- Prepare accurate and timely financial reports for donors.
- Maintain comprehensive financial records and documentation in line with organizational and donor requirements.
- Coordinate internal and external audit processes and implement any necessary corrective measures.
- Ensure payroll compliance for grant-funded positions, including statutory returns (KRA, NSSF, SHA, HELB).

Stakeholder Coordination & Process Improvement

- Serve as the primary financial liaison with project managers, donors, funding agencies, and partners.
- Provide financial input during project reviews, planning sessions, and donor/client negotiations.
- Build strong collaborative relationships with program and operations teams to integrate financial considerations into project delivery.

Candidate Profile

Education & Experience

- You must hold a Bachelor's degree in Finance, Accounting, Business Administration, or a related field.
- A CPAK, ACCA, or CIMA certification is required.
- We require 5-7 years of experience in financial management, preferably within the NGO/non-profit sector.

- You should have strong experience in grants reporting, donor compliance, and financial reporting.
- Previous experience with international donors (e.g., EU, USAID, FCDO, Gates Foundation) is highly valued.

Technical Skills & Competencies

- Advanced proficiency in Microsoft Excel and accounting/ERP systems (such as Xero, Zoho) is essential.
- You should have a comprehensive understanding of grant regulations, donor compliance requirements, and audit processes.
- Knowledge of IFRS, US GAAP, and local Kenyan accounting standards is a plus.
- We are looking for a high level of integrity, strong analytical thinking, attention to detail, and excellent communication skills.

Company Description

Samuel Hall is a social enterprise that conducts research, evaluates programmes, and analyses data in and on contexts of migration and displacement. Our mission is to connect the voices of communities to changemakers for more inclusive societies. We are based in the regions we study, with a team of over 50 staff across offices in countries including Afghanistan, The Netherlands, Germany and Kenya.

We strive to provide actionable insights into challenging issues in the developing world by conducting academically rigorous research through primary data collection in areas where other researchers may not go. Our approach is ethical and grounded in first-hand experience of complex and fragile settings. Our expertise is focused on several key areas, including migration, resilience, and children and youth. We work closely with key partners, including UN agencies, international NGOs, governments, and private sector companies, to bring our field-based evidence and knowledge to global discussions and to influence policies and programs.

Additional Information

- Location: Nairobi, Kenya
Employment type: Full-time, 1-year contract (with extension possibility)
- Travel: Up to 20%

Working with Us

We offer a competitive salary and benefits package, a collaborative work environment, and opportunities for professional growth. You will join a dynamic team committed to excellence, accountability, and impact.

How to Apply

If you meet these requirements and are excited about this opportunity, we'd love to hear from you. Please submit your application with a CV and motivation letter by October 10th, 2025, via [this link](#). If you do not hear from us in two weeks, please consider your application unsuccessful.