



Ref. 0602/SA/CO/01/2025

06 Feb. 2025

Recruitment of the Finance/Budget Officer

Location: Kenya

Reports to: YILAA Director

Type: Full-Time

Job Summary:

The Finance/Budget Officer will support financial management and reporting functions of the Youth Climate Justice Fund Project's report. Project funded by Rockefeller Philanthropy Advisors ("RPA"). This role involves preparing, managing, and monitoring budgets for this project, ensuring compliance with internal and external financial policies, and providing financial insights to support decision-making.

Key Responsibilities

1. Budget Management:

- Develop and manage project and organizational budgets in collaboration with project teams.
- Monitor budget utilization and ensure alignment with donor and organizational guidelines.
- Prepare budget forecasts, adjustments, and re-allocations as needed.

2. Financial Reporting:

- Prepare accurate and timely financial reports for donors, management, and auditors.
- Ensure compliance with donor requirements, contracts, and financial reporting standards.
- Track and report project expenditures and variances.

3. Compliance and Auditing:

- Maintain compliance with organizational policies, donor regulations, and local financial laws.
- Support internal and external audit processes, ensuring documentation and records are up to date.
- Implement audit recommendations to improve financial processes.

4. Grant Management:

- Assist in reviewing grant agreements and financial terms with project teams.
- Monitor grant-specific expenditures, ensuring funds are utilized effectively and within the stipulated timelines.
- Manage grant close-out procedures, including final financial reports.

5. Financial Analysis and Insights:

- Conduct financial analysis to identify risks, opportunities, and trends in project spending.
- Provide actionable financial insights to improve operational efficiency and sustainability.
- Support fundraising teams with financial data for proposal development.

6. Capacity Building:

- Train and support program teams in budget management and compliance.
- Build the capacity of partners or sub-grantees in financial reporting and management.

Qualifications and Experience

- Bachelor's degree in Finance, Accounting, Economics, or a related field (CPA/ACCA qualification is a plus).
- Minimum of 5 years of experience in financial management, preferably in the NGO sector.
- Proven experience in managing budgets for donor-funded projects.
- Strong understanding of donor regulations (e.g., USAID, EU, FCDO, UN, etc.).
- Advanced proficiency in financial software (e.g., QuickBooks, SAP, or similar).
- Excellent analytical and problem-solving skills.
- Strong attention to detail and ability to meet deadlines.
- Knowledge of local financial laws and taxation requirements.

Preferred Skills

- Familiarity with project management tools and software.
- Excellent communication and interpersonal skills.
- Experience working in multicultural and multi-stakeholder environments.

How to Apply

Interested candidates should send their CV and a cover letter outlining their suitability for the position to contact@yilaa.org by 28 February 2025. Please include "Finance and Budget Officer" in the subject line of your email.



Executive Director

Innocent Antoine Houedji