



GATSBY
AFRICA

FINANCE OFFICER GATSBY AFRICA

CANDIDATE PACK

SEPTEMBER 2018

Opportunity for an organised, deadline-oriented multitasker to take responsibility for a wide range of finance activities. Use your skills and experience to support a busy team in Nairobi while liaising with our London office. Contribute to change that could benefit millions of people across East Africa.

CONTEXT

In 1967 David Sainsbury set up the Gatsby Charitable Foundation. Lord Sainsbury has since given Gatsby more than £1 billion to distribute to charitable causes in a variety of fields, including neuroscience, plant science and public policy. These reflect his areas of interest and draw from his professional experience in business and government.

Gatsby Africa (GA) is an English charitable company limited by guarantee, established to implement the foundation's programmes in Africa, with branch offices in Nairobi and Dar es Salaam.

GATSBY'S WORK IN AFRICA

Gatsby has funded and implemented programmes in Africa since 1985. Our mission is to accelerate inclusive and resilient economic growth in East Africa by demonstrating how key sectors - such as cotton in Tanzania - can be transformed.

We fund and implement programmes that look to catalyse and influence large-scale and lasting change in priority sectors. We build and support local organisations dedicated to sector transformation. We also aim to share what we have learned with others - such as governments and donors - who are trying to transform sectors.

Our programmes include:

- **Tanzanian Cotton:** Establishing the necessary institutional arrangements and supportive markets to ensure more than 350,000 farmers can access the quality inputs and training they need to improve agronomy, increase yields and raise quality.
- **Tanzanian Textiles:** Facilitating the development of the required infrastructure, business environment and skills to propel increased domestic and foreign investment in the sector, dramatically increase value addition and exports, while creating tens of thousands of jobs.
- **Tanzanian Forestry:** Building a vibrant commercial forestry sector through support for applied research and service delivery which is increasing wood production, industrial wood processing and distribution, targeting higher tree grower incomes and creating jobs.
- **Kenyan Forestry:** Establishing a programme to partner with stakeholders to help close the wood supply gap by catalysing increases in productivity, innovation and quality, while securing the sustainable supply of commercial services and collaborative research.
- **Tanzanian Tea:** Partnering with The Wood Foundation to increase productivity, quality and farmer returns by engaging factories and regulators, and facilitating major foreign investment by setting-up a farmer service company to ensure reliable green-leaf supplies.
- **Rwandan Tea:** Partnering with The Wood Foundation to trial new ownership structures and methods of service delivery - including via the purchase of two factories on behalf of smallholders - with the aim of increasing productivity, quality and farmer returns.

We have also developed and continue to support two independent organisations dedicated to sector transformation in the region, and governed, managed and staffed by East Africans: Kenya Markets Trust (which runs programmes in three key Kenyan sectors), and the regional industry development organisation Msingi. Msingi's first programme is in the aquaculture sector.

THIS ROLE

OUTLINE

The Finance Officer will support a busy team in a wide range of activities such as financial accounting and reporting, cashflow management, fixed assets management, coordination of meetings, arranging travel/accommodation, monitoring adherence to organisational policies and assisting with office administration and planning.

They will report to the Head of Operations in Nairobi, and also receive support and guidance on finance matters from the UK based finance team.

TERMS AND REMUNERATION

This role is for a fixed term contract of 2 years. The salary will be competitive and negotiable based on experience. We also offer a generous benefits package.

Candidates must be Kenyan nationals.

KEY ROLE RESPONSIBILITIES

Financial Accounting and Reporting

- Management of relationships with the branch bankers: Citi Group and I & M
- Preparation of all bank reconciliations
- Preparing and processing financial documentation for payment ensuring the relevant authorisations are followed
- Preparation and consolidation of all branch-based budgets
- Leading on branch financial systems development
- Leading on branch annual external audit and development of annual financial statements
- Ensuring all transactions are promptly and correctly captured and posted to Gatsby's accounts, in compliance with Gatsby's Chart of Accounts and financial policies
- Preparing bank and vendor reconciliations monthly
- Maintaining and reconciling all staff advance accounts
- Assisting in the preparation of the monthly finance reports on a timely basis as required (monthly, quarterly, annual)
- Maintaining an asset register and establishment of asset management procedures, including the timely recording of all additions, disposals and other changes to all property and equipment
- Ensuring that all accounting and corporate documentation is filed in accordance with Kenyan and internal organisational policy
- Ensuring adherence to Gatsby Africa's financial policies and procedures
- Acting as the focal point in handling finance related issues and queries for staff in liaison with the UK Finance Team

Cashflow Management

- Oversight of the office petty cash, ensuring that it is reconciled every month.

- Preparing and submitting on a timely basis the branch monthly wire transfer requests for the following month's expenditure
- Cash collection from the bank for staff travelling

Payroll

- Review of monthly payroll calculations prepared by Deloitte

Fixed assets management

- Tagging of all GA fixed assets
- Control over the movement of GA assets
- Management of the security of all assets
- Maintenance of a comprehensive asset register
- Carrying out periodic asset verification exercises
- Management of the disposal of assets
- Ensuring adequate insurance cover over all branch assets

Tax administration

- Management of GA's VAT withholding obligations, including payment to KRA
- Management of GA's Withholding Tax obligations, including accounting to KRA and service providers
- Preparation and submission of GAKB's tax returns

REQUIRED EXPERIENCE & CAPABILITIES

Qualifications

- At least 5 years' professional experience in a finance role in a demanding, fast-paced environment
- A Bachelor's Degree in Business Administration, Accounting or a related subject is an added advantage; a CPA (K) or ACCA qualification is a must
- Computer literacy and proficiency in Microsoft Office software including Word, Excel, Outlook and PowerPoint. Proficiency in use of Excel for reporting is key
- Experience in using modern accounting software packages

Attributes

- Extremely organised – able to structure work flow in an orderly manner and prioritize tasks based on the urgency of deliverables
- Deadline orientated & multi-tasker – ability to handle multiple assignments and deliver on time on all tasks
- Rigorous attention to detail – committed to achieving the highest quality in all aspects of the role
- Ability to work well in demanding and sometimes high pressure environments

- Team player – ability to work well within a team and to develop strong and effective working relationships internally and externally
- Excellent communication both written and oral – ability to communicate clearly, accurately and sensitively, with an outgoing personality
- Ability to work well both independently and as part of a team

VALUES

We have developed a set of core values that will be used to assess a candidate's fit with the organisation. Our staff are:

- **Ambitious** – Showing determination to deliver long-term and large-scale impact for others, and to achieve our own potential.
- **Collaborative** – Working together to develop strong relationships with diverse stakeholders, while understanding others' needs and enhancing their capabilities to drive change.
- **Thoughtful** – Reflecting on evidence and learning from our activities and those of others to design, adapt and improve our work.
- **Pragmatic** – Recognising the motivations of others and the realities of facilitation, seeking opportunities to build momentum for change, and communicating carefully.
- **Honest** – Playing a trusted role as an honest broker for change, being open to learn from others, and admitting our challenges.

HOW TO APPLY

Candidates are invited to submit a one-page cover letter, together with maximum two-page curriculum vitae giving details of your qualifications and experience to recruitment@cedarconsulting.co.ke with "Gatsby Africa – Finance Officer" in the subject line.

The deadline for receipt of applications is 1700 EAT on **9th October 2018**.

We are only able to contact shortlisted candidates.

Candidates must be Kenyan nationals.



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AFRICA

Gatsby Africa is an English charitable company limited by guarantee, established to implement the Gatsby Charitable Foundation's Africa programmes.

Grosvenor House, 14 Riverside
Drive, Nairobi, Kenya
Branch registration number:
CF/2015/185025

The Peak, 5 Wilton Road
London SW1V 1AP
Registered company number: 09360833
Registered charity number: 1168223

PPF House, Samora Avenue, PO
Box 8695, Dar es Salaam, Tanzania
Branch registration number:
130926