

**Practical
ACTION**

FINANCE OFFICER



ABOUT US

We are an international development organisation putting ingenious ideas to work so people in poverty can change their world.

We help people find solutions to some of the world's toughest problems. Challenges made worse by catastrophic climate change and persistent gender inequality. We work with communities to develop ingenious, lasting and locally owned solutions for agriculture, water and waste management, climate resilience and clean energy. And we share what works with others, so answers that start small can grow big.

We are committed to advancing gender equality and women's empowerment through all our work. This includes programmes, knowledge sharing, advocacy, external communications, and our own organisational development. At a minimum, we ensure that all our work is gender sensitive, seeking gender transformative approaches as our overall ambition and in accordance with context.

We're a global change-making group. The group consists of a UK registered charity with community projects in Africa, Asia and Latin America, an independent development publishing company and a technical consulting service. We combine these specialisms to multiply our impact and help shape a world that works better for everyone.

OUR AIMS

We help people find solutions to some of the world's toughest problems, made worse by catastrophic climate change and persistent gender inequality. Our aims are to:

- Make agriculture work better for smallholder farmers, many of them women, so they can adapt to climate change and achieve a good standard of living
- Help more people harness the transformational effects of clean affordable energy and reduce avoidable deaths caused by smoke from indoor stoves and fires.
- Make cities in poorer countries cleaner, healthier places to live and work.
- Build disaster resilience into the lives of people threatened by hazards – reducing the risk of hazards and minimizing their impact on lives and livelihoods.

PRACTICAL ACTION IN KENYA

In Kenya, Practical Action has a long history of addressing systemic barriers that prevent people from accessing energy that transforms their lives, helping communities and government make cities healthier and safer, making agriculture and markets work better for small holder farmers and supporting communities and government to become more resilient.

We use a mix of programming with communities and consultancy services with shapers of policy and practice to achieve our aims in Kenya, with offices in Nairobi, Kisumu and Kakamega.

ABOUT THE ROLE

The Finance Officer will support the Head of Finance & Systems in the effective management of donor awards, proposal development, compliance, donor reporting, and sub-award management. This role is ideal for someone with a strong foundation in finance and grants who is keen to grow into a more strategic donor and partnership support role. The Finance Officer ensures timely financial support, accuracy in budgeting and reporting, and compliance with both internal procedures and donor requirement.

SCOPE

Title	Finance Officer
Reporting to	Head of Finance & Systems
Matrix management	Project Manager - Integrated County Energy Planning (INEP)
Direct reports	N/A
Relationships	Internal: Programme Delivery Teams, Finance & Systems and other Support teams.
Financial scope	N/A
Location	Nairobi
Grade	5
Travel requirements	N/A
Position Status	Full-time

ACCOUNTABILITIES

Proposal Development & Budgeting

- Support the preparation of budgets for concept notes and proposals under the guidance of the Finance & Systems Manager
- Assist in compiling budget narratives and ensuring all necessary costs are included.
- Help prepare budget templates for upload into the accounting system.

Award and Financial Management

- Track budget versus actual expenditure and flag variances for discussion with project teams.
- Assist in the monitoring of donor expenditure and co-financing requirements.
- Ensure accurate cost allocations and assist in correcting any mischarges.

Donor Reporting & Compliance

- Assist in the preparation of timely and accurate donor financial reports.
- Support in aligning expenditure with donor and internal compliance requirements.
- Support the preparation for donor and project audits.
- Help coordinate timely donor claims and payment follow-ups.

Partnership Support

- Assist in the preparation of sub-award agreements and tracking of partner disbursements.
- Support partner liquidations and reconciliation of advances.
- Participate in partner due diligence processes and follow-up on financial issues.
- Contribute to capacity building for partners on financial and compliance matters.

Monitoring & Documentation

- Ensure financial documents are properly filed and readily accessible for audits and reporting.
- Assist in tracking award close-out activities including preparation of reconciliations and deactivation in the system.

General Support

- Provide day-to-day support to the Finance and Systems Manager and program teams on financial queries.
- Coordinate with procurement, admin, and M&E teams to ensure financial documentation is complete for reporting and audits.
- Stay updated on donor compliance requirements and support team learning.

Sensitivity on Gender Equality and Social Inclusion:

Should have respectful beliefs regardless of their gender, age, sex, race, ethnic background, culture, different ability, nationality, religion, and marital status. Is sensitive and adaptable to gender and social inclusion and adopts inclusive practices. Responds and behaves appropriately in different situations.

Safeguarding

It is all staff's shared responsibility and obligation to safeguard and protect populations with whom we work with, including vulnerable adults and children.

Practical Action believes that it is unacceptable for anyone to experience exploitation or abuse in any form, anywhere. All staff members undergo mandatory Safeguarding training and are expected to always commit/adhere to our Safeguarding Policy whilst working for or on behalf of Practical Action.

PERSON PROFILE

To be successful in the role, the ideal candidate should meet the following requirements:

Experience & Knowledge

- Bachelor's degree in Finance, Accounting, BCom, or a related field.
- CPA II or higher is required.
- Minimum of 3 years' experience in a finance or grants role, preferably within the NGO or development sector.
- Basic knowledge of donor compliance and grants management processes.
- Experience with budgeting, reporting, and reconciliations.

Essential

- Good command of Microsoft Excel and accounting systems (experience with Business Central is an added advantage)
 - Strong attention to detail and accuracy in financial work.
 - Good interpersonal and communication skills.
 - Ability to manage time effectively and meet deadlines.
 - Willingness to learn and grow in a donor-funded environment.
 - Team player with the ability to collaborate across functions.
 - Commitment to gender equality and social inclusion.
 - Demonstrates sensitivity and respect for diversity across gender, culture, religion, and ability.
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