



JOB DESCRIPTION

IDENTIFICATION	
Job Title	Finance and Grants Officer
Department/Project	SEMA Reproductive Health
Employer	Amref Health Africa
Duration	Full-time contract (two-year contract with potential to renew)
Reporting to	Finance Manager
Location	Nairobi, Kenya (Candidates must have the right papers to work in Kenya)
Closing date	Open until filled
How to Apply <ul style="list-style-type: none">• Go to Amref's website https://amref.org/vacancies and you will be directed to an online portal where you need to create an account to submit your application• Your application should include a cover letter detailing why you are the best fit for this position and your CV with relevant skills and experience• Only shortlisted candidates will be contacted	

About SEMA Reproductive Health

Shaping Equitable Market Access for Reproductive Health – [SEMA Reproductive Health](#) – is a new, innovative partnership that aims to transform sexual and reproductive health (SRH) markets so that people everywhere have sustained access to comprehensive, quality, and affordable SRH products. It emerged from a collective reflection by partners that although we have made tremendous improvements in SRH markets, we need to do business differently moving forward.

SEMA was announced in 2021 alongside the Generation Equality Forum in France, with country governments from Nigeria, Burkina Faso, and Uganda; financial support from the Children's Investment Fund Foundation (CIFF), Bill & Melinda Gates Foundation, and the French Ministry for Europe and Foreign Affairs (MAE); and strategic partnership from the United States Agency for International Development (USAID), United Nations Population Fund (UNFPA), the Foreign Commonwealth Development Office (FCDO), and the Reproductive Health Supplies Coalition.

SEMA will operate as a lean and nimble team (perhaps 20-25 staff) predominantly based in low- and middle-income countries. The management team is led by an Executive Director and includes several leaders (Head of Data & Analytics, Head of Global Markets, and Head of Operations). A Lead will reside in each priority geography (country or region) and report to the Executive Director. The team will act as a strategic thinker, collaborative forum, and an investment manager. For the latter, SEMA will manage a pool of re-granting or contracted services via implementing partners to leverage and invest in ecosystem partners. SEMA's three strategic goals are:

1. *Strengthen country market stewardship and drive national SRH market improvements* - This work is the priority focus of the country and regional staff; and it entails commissioning analytics and aligning with partners around a market vision and overseeing investments to strengthen local market stewardship and realize the market vision
2. *Strengthen the efficiency and effectiveness and drive market improvements of the SRH market ecosystem* - This work includes supporting the ecosystem to more efficiently and effectively

monitor and respond to transversal (i.e., cross-product, multi-country) market issues that go beyond what one country can address. Topics may include market data visibility, product financing, procurement, or supply security.

3. *Drive market improvements in specific SRH product markets* - SEMA also commissions market assessments that may identify market challenges for specific SRH product categories (e.g., injectables, medical abortion supplies) and develops and shares market strategies and mobilizes funding to address priority market shortcomings.

SEMA currently has financial commitments of \$75 million over five years from several donors with the aspirations to mobilize additional resources. At this funding level, SEMA aims to hire Leads in geographies where governments have expressed commitment including Burkina Faso, Senegal, and five states in Nigeria. Conversations are underway with 1-2 other countries and more funding will enable expanding to additional countries. SEMA also envisions supporting work across the full SRH portfolio of products and related services as resources allow, but is initially focusing on family planning/contraceptives and safe abortion supplies and services.

SEMA is being incubated within Amref Health Africa to rapidly scale and deliver quick wins from the get-go and will spin out to form an independent entity once established. It is overseen by a small governing body (currently 5 voting members) that includes country leaders and donors. And it leverages a Technical Oversight Committee of a diverse group of experts from various countries for strategic and technical advice.

About Amref Health Africa

Amref Health Africa was founded in 1957 and has since grown to become the largest African-based international health development organisation; currently implementing more than 180 programs, reaching more than 40 million people across 35 African countries; and a staff complement of over 2,000. Headquartered in Nairobi, Kenya, Amref Health Africa has offices in ten countries in Africa – Burkina Faso, Ethiopia, Guinea (Conakry), Kenya, Malawi, Senegal, South Sudan, Tanzania, Uganda and Zambia. An additional eleven advocacy and fundraising offices are located in Europe and North America.

Amref Health Africa is driven by its vision of *'Lasting health change in Africa'* and its *mission 'To catalyze and drive community-led and people-centred health systems while addressing social determinants of health'*. We believe that the power to transform Africa's health lies within its communities, and therefore strive to ensure that health systems are not only functional but that communities are empowered to hold these systems accountable for the delivery of quality and affordable health care. Amref is currently incubating SEMA and most of the staff is stationed from the Nairobi, Kenya office which is ideally where this role would also be located.

Job Purpose

The Finance & Grants Officer will provide timely, accurate, and efficient accounting, budgeting, preparation of donor reports, and financial support to SEMA projects and ensure effective utilization of donor funds allocated to the projects. The job holder will also ensure compliance with the various donor rules and regulations, thus mitigating risks arising from non-compliance to donor requirements.

Main Responsibilities

Budget preparation, monitoring, and growth.

- Fully participate in the proposal development process and ensure that Proposal Budgets for new proposals for and to SEMA are prepared in line with the Donor budgeting guidelines.
- Support the finance manager in presenting both the board and flexed budgets for approval by the SEMA board.

- Periodically monitor the Programme Budgets Performance through BVA Analysis and ensure that performance is within the expected ranges. Advise SEMA project teams on key areas.
- Ensure that expenditure approval for the various cost centres is done timely and in line with the donor-approved budgets and organizational policies.
- Assist in preparation and submission of board-approved and funded budgets in the ERP in line with donor budgets for approval and posting.

Cash management

- Monitor cash balances per project and per donor
- Prepare cash call down on projects as appropriate
- Prepare monthly cash reports on the current cash position for SEMA to provide advice on cash management decisions.
- Ensure that all SEMA payments are processed per policies, e.g., supplier payments, staff advances, SG call-down, payroll deductions, and partner disbursements.
- Prepare monthly reconciliations to determine SEMA – AMREF cash movement to facilitate refunds (Intercompany reconciliations)

Programme Performance Review

- Provide reports and review progress on a month-by-month basis of the performance of all allocated Cost Centres to improve performance and resolve issues
- Review staff debtors' reports and do reminders to respective staff to submit their surrender reports in time
- Participate in review of monthly income and expenditure statements with the SEMA project team to ensure expenditure aligns with donor budgets.
- In consultation with the SEMA program team and Finance Manager, determine if NCEs are required and inform the donor. Ensuring that funds are adequate to cover the extension.

Audits

- Participate in project-specific audits and coordinate with the Finance Manager.
- Participate in entry and exit meetings, including dealing with queries during the audit where necessary and responses to management letters.
- Ensuring that the recommendations by the auditors are implemented immediately so that they do not appear again in subsequent audits.

Day to Day Financial Operations

- Follow up with SEMA suppliers, consultants for timely submission of invoices
- Preparing SEMA consultancy contracts, addendums and ensuring they are fully signed and copies filed
- Raising of SEMA PRs/LPOs and LPO alterations and following up on approvals
- Maintaining a tracker to monitor agreements timelines and budget draw downs.
- Handle any emerging complaints and compliments from internal and external stakeholders and address them appropriately
- Ensure all reports are timely and that the finance and program accounting function provide top-quality service to SEMA staff.
- Review and Approval of claims.
- Review of bank reconciliations for all SEMA bank accounts.
- Assisting in the strengthening of internal controls in the department
- Ensuring proper e-filing of all SEMA finance documents
- Coordinate SEMA team travels in coordination with the project teams.

Required Qualifications

Education, Knowledge and Experience

- Bachelor's Degree in Accounting, Administration, Finance, Commerce, or a relevant field
- A certified Accountant or Finance professional (e.g., CPA, ACCA, etc.)
- Proficient in Microsoft Excel
- Four (4) years of relevant experience
- Experience with accounting and ERP software

Skills and Abilities

- Excellent oral and written communication skills.
- Strong analytical and attention to detail skills.
- Excellent organizational, planning, and coordination skills.
- Strong problem-solving and quantitative skills.
- Ability to work well in a fast-paced lean team environment.
- Ability to work independently with minimal supervision.
- Advanced proficiency in Microsoft Excel for financial analysis, reporting, and data management.

Commitment to Diversity, Equity & Inclusion

We embrace our employees' differences in age, race, ethnicity, family or marital status, gender identity or expression, language, national origin, physical and mental ability, political affiliation, religion, sexual orientation, socioeconomic status, veteran status, conviction history, and other characteristics that make our employees unique. Our supporting practices and policies include, but are not limited to:

- Respectful communication and cooperation between all employees. We treat each other with dignity and respect and demonstrate inclusion during work and all work-related time together.
- Teamwork and encouraging participation of all employee perspectives.
- Support for health and autonomy through flexible work schedules that accommodate employees' varying needs. Annual closure to rest and renew, in addition to paid time off and holidays.
- Transparent processes for hiring, performance management, compensation, and promotion and a culture of two-way feedback between staff and supervisors.

How to Apply

Interested? Please visit our website <https://amref.org/vacancies/> to make your application. You will be directed to our online portal where you will need to create an account in order for you to be able to submit your application. Your application should include a cover letter detailing why you are the best fit for this position and your CV with relevant skills and experience. Closing date will be **June 04, 2023**. Only shortlisted candidates will be contacted.

Duly note that Amref Health Africa does not require applicants to pay any money at whatever stage of the recruitment and selection process and has not retained any agent in connection with recruitment. Although Amref may use different job boards from time to time to further spread its reach for applicants, all open vacancies are published on our website under the Vacancies page and on our official social media pages. Kindly also note that official emails from Amref Health Africa will arrive from an @amref.org address.

Amref Health Africa is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff to share this commitment. Amref Health Africa is an equal opportunity employer and has a non-smoking environment policy.