

ASANTE AFRICA FOUNDATION EAST AFRICA FINANCE CONTROLLER

ABOUT ASANTE AFRICA FOUNDATION

Through local implementation teams in Kenya, Tanzania and Uganda, and globally guided Boards (in Kenya, Tanzania, Uganda, and the USA), Asante Africa Foundation is recognized for supporting educated, resilient East African youth who can confidently address life's challenges, thrive in the global economy, and catalyze positive change. Our youth enter into the community capable of managing obstacles and opportunities as they arise. We tackle complex system level challenges that girls, boys, and particularly vulnerable rural youth face. Our three main programs are: Girls' Advancement, Accelerated Classroom Learning, and Youth Leadership, Job Readiness and Entrepreneurship. Foundational to all areas are Community and Parental Engagement, Teacher's Training, and Community Reinvestment or Pay It Forward. We align and partner with government organizations at every level and have deep program activity throughout Tanzania, Kenya, and Uganda.

JOB DESCRIPTION:

The East Africa Finance Controller for Asante Africa Foundation will lead the Finance organization for the East Africa region (currently Kenya, Uganda and Tanzania) and will act as the main link between the East Africa finance team and the US finance team. This Leader will be a key member of the global leadership team, responsible for strategic and operational oversight of all East Africa financials, operational integrity, and strategic financial planning. This position is responsible for overseeing the accounting, financial reporting, budgeting, tax compliance, insurance, talent management, and audit functions of the East African operations. The position ensures that there are effective financial and accounting system controls and consistent standards in place across the three countries where programs are operating. The accountability of this position is to drive excellence in business operations, finance, systems and processes while maintaining a reasonable cost structure.

REPORTING STRUCTURE:

Reports operationally directly to the Chief Executive Officer and is accountable to the Country Board of Directors for compliance (4 BODs comprising 1 Global Board). Functions as a member of the Senior Management Team. **Peers** include Country Program Managers, EA M&E manager, and other Support Function managers like HR, Marketing, and Development. **Subordinates** include the in-country Finance & Admin Managers and their staff.

IMMEDIATE RESPONSIBILITIES:

As the East Africa Finance Controller, this person will own and manage the reporting of financial information to the CEO, Finance Committee, and Boards of Directors for all of East Africa activities. This person will coordinate with their US counterpart in order to assess global level information.

● Financial Systems Leadership

This person will be responsible for driving financial process improvement and high-quality standards across the organization, whilst developing a first-class function and providing excellent financial management information. Prepares, communicates, and presents critical analysis on financial matters to the Finance Committee (monthly) and the Board of Directors (quarterly).

- Oversees the annual budgeting and planning process for East African operations in close collaboration with the Senior Leadership Team;
 - Works with their US counterpart to provide a global roll of up the annual budget
 - Provides financial information to meet the needs of Country Managers and Board Directors including producing customized financial reports, costing templates, trend analysis on an as needed, monthly, quarterly and annual basis.
 - Works with the Country level Finance Managers and the Country Program Managers to analyze expense and revenue information. Assesses and manages risk across the East Africa group.
- **Financial Reporting and Treasury**
 - Collaborates closely with all country leadership on treasury management, organizational cash flow, and forecasting monthly wire transfer needs. Manages funds, preparing and reviewing cash flows to determine any immediate or future funding requirements
 - Oversees annual audits in each program country and works with Finance Managers to implement audit recommendations. Oversees financial statement preparation ensuring subsidiary ledgers and reports are closed in a timely and accurate manner;
 - Ensures timely compliance with Federal, State, local and any other financial, tax reporting and regulatory requirements (VAT, WHT, Corporate taxes, Customs duties etc.). Reviews and enforces financial and internal controls across East Africa. Proposes and implements new and amended control procedures;
- **Legal and Administrative**
 - With support from Senior Management, primary vetting of legal agreements with suppliers, partners, vendors, distributors across East Africa to ensure compliance with local regulations
 - Enforcing compliance with local corporate law and seeking clarity from experts as required
 - Ensuring that all secretarial compliances are done on time
- **Strategic Partnerships**
 - Participates in developing and implementing a multi-year financial strategic plan supporting the organization's vision, mission, values and goals; translates the strategic plan to annual finance plans; and modifies the plan in response to changing internal and external factors.
 - Ensuring that Finance acts as an effective collaborator in helping the organization grow effectively while understanding the impact it could have on tax and regulatory compliance, either as a Sub grantee or as a Prime Grantor.
- **Team Building and International Cooperation**
 - Mentoring and guiding the Asante Africa Foundation's multi-national team in a manner that not only leads to achievement of departmental and organizational targets but also individual growth and development of team members
 - Build a cohesive multinational finance function as well as for discussion and knowledge sharing on diverse topics in finance and accounting for the benefit of the organization

QUALIFICATIONS:

Minimum Education & Experience

- Master's degree in Commerce, Accounting, Finance and Project Management, from an accredited academic institution or University degree in the above fields with demonstrated senior leadership responsibilities and at least five years in finance and accounting management (i.e., controller, assistant controller, finance/accounting manager).
- Minimum of three years of international finance/accounting management experience working for a multinational organization.
- Certified Public Accountant, Chartered Accountant or equivalent. An additional qualification in relation to IFRS/ US GAAP and / or Tax laws is a plus

Other Skills/Competencies

- **Financial Technical and Operations Management Capacity.** Must have strong business knowledge and experience with the ability to provide reports and analysis of financial position and forecasts, develop and implement strategic plans within the context of the larger picture. Proficient with Microsoft Office including Excel for in depth and complex financial modeling, budgeting, and revenue (cash and accrual based) forecasting.
- **Business Competencies:** Must be able to develop formalized business processes/plans. Proposal and final results report development required. Strong analytical and organizational skills; strong creative and innovative thinking skills
- **Multi-National and Global Orientation.** Ability to develop relationships and convey respect with global staff and stakeholders. Proven ability to work effectively in a complex collaborative environment, including multi-international and government stakeholders.
- **Communication Proficiency.** Having strong communication skills to manage the internal and external stakeholder expectation. Excellent English verbal and written communication skills are essential. Swahili communication skills are needed and highly desirable.
- **Performance Management.** Skill in planning, organizing, directing and coordinating a wide variety of activities. Politically savvy, strong influencing skills, diplomatic and effective
- **Personal Effectiveness/Credibility.** Adaptable “start-up” type of leader who is strategic in nature with ability to coach and mentor staff to continue to develop lean, efficient and effective systems and structures
- **Ability to Travel.** Is able to travel at least 15% of the time.

APPLICATION PROCESS:

This position must be an East Africa Resident or Citizen.

Asante Africa Foundation believes in equal opportunity for all people, everywhere. It is the reason we exist! So, regardless of your race, colour, religion, sex, marital status, sexual orientation, national origin, HIV/Aids status, disability or any other protected characteristic as established by law, we will accept your application and make a decision based on your suitability for the position.

Send your application letter and CV to humanresources@asanteafrica.org . Subject Line: **East Africa Finance Controller Position**. In the interview process you will be asked to provide references for 3 levels; supervisor, peers, and subordinates as well as sample work products; forecasting tools, reconciliation tools, and writing samples.