



Finance and Governance Lead - Kenya

Terms of Reference

The Finance and Governance Lead reports to the Chief of Programs and will direct and oversee all Finance Partnership Governance aspects of the Global Give Back Circle Programs in Kenya.

We are looking for an experienced and detail-oriented Finance and Partnership Governance Lead to oversee and manage the organizations financial operations, and partnership governance initiatives in Kenya. The successful candidate will play a pivotal role in ensuring the efficient and effective operation of these critical areas.

About the HER Lab Program: Through scale-up of the Global Give Back Circle HER Lab model, we will implement programming designed to increase participation in dignified and fulfilling work for adolescent girls / young women in rural Kenya.

It is more than a program focused on the economic empowerment, skills development, and poverty alleviation of Kenya's most marginalized adolescent girls / young women through workforce success and entrepreneurship. It addresses a holistic approach to HER journey to dignified and fulfilling work and does so by positioning her as a catalyst for the economic empowerment of an entire community. It teaches her how to be the best version of her own story, but also guides her on how to use the power of her storytelling voice for bold advocacy and policy influencing. It nurtures her leadership strengths by heightening her self-awareness. She explores the attributes of her role model mentor and identifies the strong, empowered woman within her.

This program contains interventions that target marginalized and rural adolescent girls / young women from across the educational spectrum, including recent secondary graduates and young women who have fallen through the cracks of the education system. This program supports a robust Theory of Change, through critical technical pathways, activities, and outcomes.

The Finance and Partnership Governance Lead will set direction and manage and oversee the Finance and Partnership Governance for a consortium of partners and their teams. This is a youth-led intervention, 80%+ team members are alumina of the Global Give Back Circle or Mastercard Foundation programs; young women between the age of 25 – 35, as such Capacity building is a significant responsibility of this role.

Responsibilities & Duties

Finance:

- Develop and implement financial policies, procedures, and controls to ensure compliance with regulatory requirements and best practices.
- Manage budgeting, forecasting, and financial planning processes.
- Oversee accounts payable, accounts receivable, and payroll functions.
- Prepare financial reports and analysis for management review.
- Monitor cash flow and financial performance, identify areas for improvement and implement corrective actions as necessary.
- Liaise with external auditors, tax authorities, and financial institutions.
- Build capacity in Finance teams.
- Provide Financial Support for the Global Give Back Circle Trust.

Partnership Governance:

- Develop and maintain relationships with external partners, vendors, and stakeholders.
- Assist in negotiation and management of partnership agreements, contracts, and service level agreements.
- Ensure compliance with partnership terms, managing risks, and fostering collaboration to achieve mutual goals.
- Monitor and evaluate partnership performance, ensuring alignment with organizational goals and objectives.
- Facilitate communication and collaboration between internal teams and external partners.
- Resolve conflicts and issues related to partnerships in a timely and effective manner.
- Identify opportunities for strategic partnerships and collaboration to drive business growth.
- Build Capacity in Partnership Governance.
- Manage and oversee our Technical Assistance Partner engagement.

Requirements:

- Bachelor's degree in finance, mandatory. MBA or relevant professional certifications (e.g., CPA, SHRM-CP, CHRP-K, CIPD) preferred.
- Proven experience in finance and strategic partnership financial management roles, preferably in a similar industry or sector.
- 10+ years Financial leadership experience in an organization.
- 8+ years managing a complex collocated team of more than 15+ individuals.
- 5+ years leading a department or organization with a budget of more than 5 million dollars annually.
- 5+ years building capacity in collocated teams.

- 5+ years Partnership management with demonstrated ability to assess partnership performance, identify areas for improvement, and implement solutions.
- Strong knowledge of financial principles, practices, and regulations.
- Excellent interpersonal, communication, and negotiation skills.
- Ability to think strategically and solve complex problems.
- Proficiency in financial management software and Microsoft Office Suite.
- Experience working with Mastercard Foundation Programs.
- Proficiency in English and Swahili

Key Attributes:

Must be a team builder and team player

Self-motivated and work with little supervision.

Respectful to partners and colleagues

Flexible and willing to work and deliver under pressure.

Join us and be part of a dynamic team where your expertise will make a meaningful impact on our success. If you are passionate about finance and partnership governance, we want to hear from you!

Send CV and cover letter to jackline.chepkoech@globalgivebackcircle.org