

BGCI Africa Vacancy Announcement

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| Title of post: | Finance & Administration Officer BGCI Africa |
| Job Purpose: | Managing the day-to-day financial transactions and procedures in line with organizational policies and principles of BGCI Africa |
| Reports to: | BGCI Africa Director |
| Contract Type: | Part-time (50%) |
| Duration: | 2 years, with possible extension until December 2029 |
| Location: | BGCI Africa Office, IUCN Eastern and Southern Africa Regional Office, Mukoma Road, P.O. Box 68000 – 00200, Nairobi |
| Remuneration: | 1.9m-2.2m KES - Full Time Equivalent, dependent on level of experience within a broad range (experience, qualifications, training), performance related to project management, budget management, people management and other measures. |
| Start date: | August/September 2024 |

Position Summary

Botanic Gardens Conservation International ([BGCI](#)) Africa is seeking to recruit an enthusiastic and experienced Finance Officer to join our team. BGCI Africa is running a number of restoration and tree conservation projects in East Africa and works with partner organizations and local communities. BGCI is also part of a Consortium with the lead partner CIFOR-ICRAF and the partner Unique land use GmbH, in a IKI (International Climate Initiative) funded project. The project **“The right tree in the right place for the right purpose: supplying high-quality tree planting material of native tree species (NTS) for landscape restoration in Sub Saharan Africa (RTRP-Seed)”** aims to improve native seed and seedling supply in four African countries - Kenya, Ethiopia, Rwanda and Uganda – and to a lesser degree in Burkina Faso.

The appointed person will work from the BGCI Africa Office in Nairobi, Kenya and be connected to our global team, working closely with the Head of Finance in our headquarters in London. The appointed person must be eligible to work in Kenya. Duties will include preparation of the year end accounts and quarterly management accounts, book-keeping on Sage, sales and purchase ledger control, bank payments, petty cash, payroll, project and management reporting, financial reporting and analysis.

This is a fantastic role for someone wishing to gain exposure to the full range of administration and finance functions and make a genuine impact in a growing organisation.

About BGCI and BGCI Africa

Botanic Gardens Conservation International (BGCI) is a membership organisation and a global network for plant conservation located in Kew, London with regional bureaux in China, Kenya, Singapore, and the USA. Our membership comprises over 800 botanical institutions working in plant conservation - botanic gardens, arboreta, NGOs, restoration organisations, government, and universities - in over 120 countries all around the world. We work with this extensive network of members, and the wider conservation community, to use our collective knowledge and hands on expertise to reverse the threat of extinction facing plants and to secure plant diversity for the well-being of people and the planet.

The BGCI Africa office was established in 2017 to coordinate activities in the region. Our focus in the region is on tree conservation, forest restoration and capacity building for plant conservation.

Detailed Position Description

The key roles of the post are as follows:

- Bookkeeping – daily on Sage ledger;
- Sales and purchase ledger control – issuance of sales invoices, maintenance of the sales and purchase ledgers, monitoring for prompt payment and receipt of cash;
- Payroll – production of monthly payroll using external payroll solution, payment of monthly salary;
- Payments (national and international) – of all amounts due (including grant disbursements/tracking);
- Expenses – review, reconciliation, reimbursement and recording of staff expenses processed through Expend;
- Project reporting – production of timely, accurate, fully-documented project reporting for inclusion in BGCI external funds reporting;
- Management reporting – production of quarterly management reporting to the Board, including budgeting and forecasting;
- Financial reporting – producing of annual accounts and preparation and responses to the independent auditors (local and UK);
- Contributing to the development of budgets for funding applications;
- Interaction and liaison with project partners, including training on financial reporting;
- Financial controls – performing financial control procedures and identifying areas for improvement;
- Providing administrative support to the BGCI Africa team;

- Continuous improvement – identifying areas for improvements in efficiency and controls, planning and executing such changes.

Person Specification

BGCI Africa is seeking to appoint a person with excellent accounting, reporting and organisational skills.

Candidates for this post will have a demonstrable record in payroll, book-keeping, reporting and analysis.

Education and Experience

Essential:

- Eligibility to work in Kenya;
- Accountancy qualification or part-qualified
- At least 3 years' experience working in a finance function, preferably for a small/medium non-profit organisation
- Proficient at Excel, Word, Outlook, Microsoft Teams;
- Good mastery of English, both oral and written combined with excellent communication and presentational abilities;
- Experience in producing monthly and annual payroll and interaction with tax authorities;
- Experience in producing reports – project, management, financial.
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Desirable

- Experience in using Sage;
- Familiarity with Expend;
- Familiarity with project/logframe reporting.

Skills and competencies

Essential

- Must be reliable, accurate, logical and conscientious, with the highest standards of personal integrity;
- Excellent communication skills;
- Ability to work independently and also as part of a team.

Desirable

- Experience/Familiarity of the use of technology to automate processes;
- Curiosity and enthusiasm for using new applications and tools to improve the efficiency and reduce the cost of the finance function;
- Willingness to travel across Africa.

Application Process

Interested applicants should submit a CV and a cover letter of two pages maximum, explaining the candidate's motivation and providing concrete evidence of why they are suitable for the position.

Please send your CV and cover letter to africa@bgci.org

Closing date for applications is 7th of July 2024.

The interviews will be conducted online/in person between the 17th and 19th of July 2024.

BGCI and BGCI Africa are committed to putting equality, diversity and inclusion at the heart of our organisation. We are committed to ensuring a working environment in which all individuals are free from discrimination and in which opportunities are equal to all. We encourage applications from all sections of the community, particularly those underrepresented within our sector.