

## **TERMS OF REFERENCE**

**Position:** Regional Finance & Compliance Officer (RFCO)

**Duty Station:** Regional Office, Nairobi Kenya.

**Reporting to:** Director, Eastern Africa

**Supervises:** Senior Finance Officer, Finance Assistant / Accountant, Temporary finance staff, interns and consultants as assigned

**Works Closely With:** Finance Team, Programme Teams, Operations Teams, Country Offices, Global Office Finance Team

### **1.0 Job Purpose:**

The Regional Finance & Compliance Officer (RFO) is responsible for leading and strengthening the financial management function of the organization's regional operations. The role provides strategic leadership and oversight of finance, compliance, risk management, internal controls, donor accountability and supports organizational sustainability across Wetlands International Eastern Africa operations.

The RFCO serves as the principal financial and compliance advisor to the Director and plays a critical role in supporting efficient program implementation, institutional accountability, donor confidence, and organizational growth.

The position ensures that all finance and compliance functions comply with organizational policies, statutory regulations, and donor requirements and internationally accepted financial management standards while supporting informed decision-making through timely financial analysis, reporting and risk management.

### **2.0 Work Relationship:**

#### **2.1 Internal Context**

- Director Eastern Africa, Senior Finance Officer, Finance Assistant, HR & Operations Officer, Program and Technical Teams, Country Office Management Teams, Global Office Finance Teams

#### **2.2 External Context**

- Donors and Funding Partners, Auditors, Banks and Financial Institutions, Tax and Regulatory Authorities, Consultants and Service Providers, Government Agencies, Implementing Partners and Sub-grantees

### **3.0 Key Responsibilities & Detailed Deliverables**

#### **A. Strategic Financial Leadership**

- Provide strategic financial guidance and recommendations to the Director on organizational sustainability, growth and resource allocation.
- Lead annual budgeting, forecasting and long term financial planning processes
- Conduct financial modelling, scenario analysis and resource mobilization support
- Support institutional strengthening initiatives and continuous improvement of financial systems, policies and procedures.

#### **B. Financial Management and Oversight**

- Oversee all regional financial operations and ensure proper financial management across projects and country operations.
- Ensure accurate recording, classification, and reconciliation of financial transactions in accordance with accounting standards and organizational policies.
- Review and approve payment requests, journal entries, reconciliations, and supporting financial documentation in accordance with delegated authority
- Ensure timely preparation of monthly, quarterly, and annual financial and donor reports.
- Monitor cash flow, liquidity, treasury management and foreign exchange exposure to ensure smooth operational implementation.
- Maintain robust financial controls to safeguard organizational assets and reduce financial risk exposure.
- Ensure proper maintenance of accounting records and audit-ready financial documentation.

#### **C. Budgeting and Financial Planning**

- Lead the preparation and consolidation of organizational, programme and project budgets.
- Monitor budget implementation and provide regular variance analysis and expenditure forecasts.
- Support program and operational teams in activity costing, budget development, and financial planning.
- Review budget performance and recommend corrective actions where necessary.
- Ensure alignment between approved budgets, work plans, and organizational priorities.

#### **D. Grants and Donor Financial Management**

- Oversee financial management of donor-funded projects and ensure compliance with grant agreements and donor regulations.
- Review donor contracts and budgets from a finance and compliance perspective.
- Coordinate timely preparation and submission of donor financial reports.
- Support proposal development through preparation of project budgets and financial narratives.

- Monitor grant expenditure, burn rates, cost allocations and cofinancing requirements against approved budgets.
- Ensure donor funds are utilized efficiently and in accordance with approved work plans and budgets.
- Support donor audits, reviews and financial assessments.

#### **E. Compliance, Audit and Risk Management**

- Lead organizational compliance monitoring across all country operations.
- Maintain a compliance register and track statutory, donor, contractual and organizational obligations.
- Coordinate internal and external audits and ensure timely resolution of audit findings and recommendations.
- Strengthen and maintain internal control systems and accountability mechanisms.
- Ensure compliance with tax regulations, labor laws, NGO regulations, financial reporting requirements and organizational financial policies.
- Conduct periodic financial reviews and spot checks to strengthen compliance and reduce operational risk.
- Monitor implementation of audit recommendations and compliance action plans.
- Identify financial and compliance risks and recommend mitigation measures to management.
- Promote adherence to anti-fraud, anti-corruption, safeguarding and ethical financial management practices.

#### **F. Financial Systems and Process Improvement**

- Lead implementation and optimization of accounting systems, financial tools, and digital reporting platforms.
- Develop and maintain financial policies, procedures, templates, and standard operating procedures (SOPs).
- Promote efficiency, automation, innovation and digital transformation with finance and compliance functions.
- Ensure effective document management and maintenance of financial filing systems.
- Support organizational improvement initiatives in governance, accountability and compliance.

#### **G. Team Leadership and Capacity Strengthening**

- Supervise and support finance staff to ensure high-quality performance and compliance.
- Provide mentorship, coaching and technical guidance to finance and non-finance staff.
- Promote financial literacy and compliance awareness across program and operational teams.
- Support onboarding and orientation of new staff on finance, compliance and internal control requirements.
- Foster a culture of accountability, transparency, collaboration, and continuous improvement.

## **H. Coordination and Representation**

- Coordinate closely with the HR & Operations functions to ensure smooth implementation of procurement, payroll, logistics, and administrative processes.
- Serve as the primary liaison between the regional office and Global Office finance teams, auditors, banks, donors, and regulatory authorities.
- Participate in management meetings, audits, donor reviews, and strategic planning sessions.
- Prepare financial dashboards and analytical reports for management decision-making.
- Represent the organization on finance, compliance, audit and governance matters as required.

### **4.0 Decision Making Authority**

#### **The RFCO is authorized to**

- Approve financial transactions and payments within delegated authority limits as per organizational policies
  - Review and clear financial reports prior to submission to management and donors
  - Recommend budget reallocations and financial adjustments
  - Escalate financial, compliance and risk related matters to management
  - Recommend improvements to financial systems, controls and financial frameworks
  - Participate in procurement, contract and partnership reviews from a financial and compliance perspective
  - Suspend or escalate transactions that do not comply with organizational, donor or statutory requirements
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### **5.0 Key Performance Indicators**

- Timeliness and accuracy of financial reporting.
- Compliance with organizational, donor and statutory requirements.
- Budget utilization and forecasting accuracy
- Quality of financial analysis and management reporting
- Reduction and timely closure of audit findings
- Percentage compliance with statutory filing requirements
- Timely submission of donor financial reports
- Effectiveness of financial systems and controls.
- Compliance performance of projects and country offices
- Staff performance and capacity development outcomes

### **6.0 Qualification, Experience & Skills**

#### **6.1 Education & Professional Qualifications**

- Master's degree in Finance, Accounting, Business Administration, Economics, Commerce or a related field
- Bachelor's degree in Finance, Accounting, Economics, Business Administration, or related field.

- Full professional accounting qualification - ACCA or CPA(K) or its equivalent
- Additional qualifications in compliance, risk management, internal audit, governance or grant management will be an added advantage

## **6.2 Relevant Experience**

- Minimum of 8-10 years of progressive experience in finance, grants management, compliance and risk management
- At least 2 years in a senior supervisory or regional/multicountry finance leadership role
- Demonstrated experience managing donor-funded projects in an international NGO or multi-country environment.
- Proven experience in budgeting, financial analysis, audit coordination, compliance management, and financial reporting.
- Familiarity with donor regulations and reporting requirements (e.g., GEF, GCF, EU, FCDO, UN agencies, Foundations).
- Experience using accounting software, ERP systems and digital financial management platforms.

## **6.3 Essential Competencies**

### **6.3.1 Technical Competencies**

- Financial planning and analysis.
- Budget development and monitoring.
- Donor compliance and grant management.
- Audit and risk management.
- Internal control systems design and monitoring
- Corporate governance and risk assurance
- Treasury and cash flow management.
- Financial reporting and forecasting.
- Accounting systems and ERP proficiency.
- Advanced Microsoft Excel and financial analysis skills.
- Knowledge of IFRS and nonprofit financial management standards.

### **6.3.2 Behavioral Competencies**

- Strategic and analytical thinking.
- High integrity and accountability.
- Strong leadership and people management skills.
- Excellent communication and interpersonal abilities.
- Strong organizational and problem-solving skills.
- Ability to work under pressure and manage multiple priorities.
- Attention to detail and commitment to accuracy.

- Collaborative and solution-oriented mindset.

#### **6.4 Organizational Core competencies**

- Professionalism
- Accountability for results
- Integrity and leadership
- Teamwork
- Relationship building
- Effective Communication
- Organization and self-control

#### **6.5 Working Conditions**

- Office-based with regular field missions
- Periodic travel to programme sites and partner locations across Eastern Africa
- Workload increases during reporting, audit, budgeting and planning cycles

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#### **How to Apply**

Interested and qualified candidates who meet the requirements for any of the above positions are invited to submit their application.

- Please send a comprehensive CV, Cover letter detailing your experience and suitability for the role and indicate your GROSS salary expectation to [hreastafrica@wetlands-eafrica.org](mailto:hreastafrica@wetlands-eafrica.org). Please indicate the position title you are applying for as the subject line of your email.
  - **Application Deadline: [26th June 2026]**
  - Only shortlisted candidates will be contacted.