

## FINANCE OFFICER

**ROLE SUMMARY:**

The position supports the development and management of budgets, forecasts, and financial plans to align with aBi Finance’s strategic objectives. This role is responsible for ensuring accurate financial reporting, managing financial operations, and maintaining compliance with internal policies and regulatory standards. By collaborating with the Head of Finance and other key stakeholders, the Finance Officer contributes to informed decision-making and the effective utilization of financial resources.

**REPORTS TO:**

Head of Finance.

**SUPERVISES:**

None.

### SCOPE OF RESPONSIBILITIES

Area of Responsibility	Action Steps	Success Criteria/Measures
<p><b>Financial Planning &amp; Budgeting</b></p> <p>Assist in developing and managing budgets, forecasts, and financial plans that align with strategic objectives; ensure timely updates of budgets based on cost analysis and organizational needs.</p>	<p>Collaborate with budget holders to gather necessary inputs for developing comprehensive annual and project budgets aligned with the strategic plan.</p>	<ul style="list-style-type: none"> <li>• Feedback from budget holders indicates the budgeting process is inclusive, clear, and supportive of their departmental needs.</li> <li>• Financial plans and forecasts are completed within deadlines and align with strategic objectives as approved by the Head of Finance.</li> <li>• Budget adjustments and updates reflect an understanding of organizational priorities and external economic conditions.</li> </ul>
	<p>Prepare monthly financial forecasts, updating them based on changes in economic conditions and organizational performance.</p>	
	<p>Monitor budget allocations and resource usage, ensuring efficient alignment with strategic initiatives.</p>	
	<p>Analyse internal and external financial information to identify trends affecting budgetary priorities and organizational viability.</p>	
	<p>Present budget proposals and forecasts for approval by the Head of Finance, ensuring they support aBi Finance's long-term growth objectives.</p>	

<p><b>Financial Analysis, Reporting &amp; Advisory</b></p> <p>Prepare and analyse financial information to identify trends and forecast future performance; submit financial reports that provide insights to support decision-making and minimize financial risks.</p>	<p>Generate accurate financial reports for management, stakeholders, and donors, ensuring compliance with relevant standards and regulations.</p> <p>Conduct variance analyses to compare actual performance against budgets, identifying areas for concern or opportunity.</p> <p>Provide strategic insights and recommendations based on financial analyses to enable informed decision-making by senior management.</p> <p>Prepare detailed performance analyses to assist in evaluating ongoing operations and proposed projects.</p> <p>Collaborate with the Head of Finance to ensure reporting requirements are met for compliance and audit purposes.</p>	<ul style="list-style-type: none"> <li>• Financial reports provide meaningful insights that support decision-making, as indicated by feedback from management and stakeholders.</li> <li>• Variance analyses clearly identify areas of concern or opportunity and include actionable recommendations.</li> <li>• Reports are consistent with compliance standards and organizational guidelines, with minimal need for rework.</li> </ul>
<p><b>Financial Operations</b></p> <p>Support the management of the organization's assets and liabilities; oversee transaction processing to ensure accuracy and timeliness, complying with established policies and procedures.</p>	<p>Process financial transactions accurately and in a timely manner, ensuring adherence to aBi Finance's financial policies and guidelines.</p> <p>Manage accounts payable and receivable to ensure timely approvals and disbursements to vendors and implementing partners.</p> <p>Enter financial transactions into the financial accounting system (Navision) to maintain accurate financial records.</p> <p>Reconcile bank accounts regularly to ensure account balances are correct and consistent with recorded entries.</p> <p>Monitor cash flow and prepare periodic forecasts to ensure adequate liquidity for operations and investment activities.</p>	<ul style="list-style-type: none"> <li>• Financial transactions are processed efficiently, with a clear audit trail and adherence to internal controls.</li> <li>• Reconciliations are accurate and timely, ensuring confidence in account balances and cash flow forecasts.</li> <li>• Payment processes demonstrate reliability and professionalism, fostering trust with vendors and partners.</li> </ul>
<p><b>Accounting &amp; Transaction Processing</b></p> <p>Ensure adherence to financial policies and guidelines during</p>	<p>Maintain and reconcile the general ledger, ensuring accurate and timely recording of all financial transactions.</p> <p>Prepare and retain supporting documentation for all transactions, including invoices and payment confirmations, in accordance with aBi Finance's procedures.</p>	<ul style="list-style-type: none"> <li>• Financial records are organized and maintained to ensure audit readiness, with minimal errors or gaps identified during reviews.</li> </ul>

<p>all processes; review and improve financial systems for effective transaction recording and integrity of financial records.</p>	<p>Generate periodic financial statements that provide insights into the current status and projected performance of the organization.</p>	<ul style="list-style-type: none"> <li>Supporting documentation for all transactions is complete, filed systematically, and easily retrievable for compliance checks.</li> <li>Auditors and reviewers consistently report high standards of documentation and record-keeping practices.</li> </ul>
	<p>Ensure compliance with the organization's accounting policies and procedures, conducting regular reviews for consistency.</p>	
	<p>Facilitate the coordination of audits by keeping financial records organized and readily available for review.</p>	
<p><b>Risk, Audit &amp; Compliance Management</b></p> <p>Assist in assessing and documenting financial risks; ensure compliance with relevant laws and regulations, and support successful audit processes while upholding internal controls regarding financial transactions and reporting.</p>	<p>Collaborate with the Head of Finance to monitor compliance with all relevant laws and internal policies related to financial transactions.</p>	<ul style="list-style-type: none"> <li>Routine checks confirm that financial activities align with regulatory and internal compliance standards.</li> <li>Audit preparations are thorough and timely, with audit queries addressed promptly and accurately.</li> <li>Risk management practices are proactive, contributing to the identification and resolution of potential financial risks before escalation.</li> </ul>
	<p>Conduct routine checks to ensure that all financial activities comply with regulations, including tax obligations and internal controls.</p>	
	<p>Assist in preparing documentation for audits, addressing any queries raised by auditors promptly.</p>	
	<p>Monitor and report on risk management measures related to financial processes, ensuring alignment with aBi Finance's framework.</p>	
	<p>Keep abreast of changes in financial regulations and legislation to contribute to compliance updates within the organization.</p>	
<p><b>Internal Control &amp; Record Management</b></p> <p>Maintain a secure and organized financial records system; ensure documentation is properly filed and accessible</p>	<p>Implement a systematic filing system for financial records that allows easy access and retrieval of documentation when needed.</p>	<ul style="list-style-type: none"> <li>Financial records are maintained securely, with periodic reviews ensuring compliance with organizational policies and external regulations.</li> <li>Staff trained on record-keeping and internal control processes demonstrate</li> </ul>
	<p>Regularly review and update financial record-keeping processes to ensure compliance with aBi Finance's policies and external regulations.</p>	
	<p>Ensure that all documentation from financial transactions is printed and filed appropriately in hard copy according to aBi's procedures.</p>	

for audits and compliance checks.	Conduct periodic audits of the filing system to verify completeness and accuracy of records, ensuring preparedness for audits.	<p>improved compliance and fewer errors in documentation.</p> <ul style="list-style-type: none"> <li>Filing and archiving systems are well-organized and accessible, with positive feedback from users needing to retrieve documents.</li> </ul>
	Train team members on proper documentation practices to maintain high standards of record management and compliance.	

And other duties as requested by the **Head of Finance**

## REQUIREMENTS OF THE ROLE

<b>Qualifications</b> <ul style="list-style-type: none"> <li>Bachelor's degree in finance, Business Administration, Economics, or a related field.</li> <li>Master's degree in a relevant field is an added advantage.</li> <li>Full or Partial Qualification and membership of a relevant professional accounting body (e.g., ICPLA, ACCA, CPA).</li> </ul>	<b>Competency</b>	<b>Level 1 Standard</b>	<b>Level 2 Specialist</b>	<b>Level 3 Team Leader</b>	<b>Level 4 Leadership</b>
	<b>Ownership &amp; Initiative</b>		√		
	<b>Learning &amp; Adaptability</b>		√		
	<b>Situational Awareness &amp; Thinking</b>		√		
	<b>Execution &amp; Drive for Results</b>		√		
	<b>Understanding Others &amp; Team Collaboration</b>		√		
	<b>Communicating &amp; influencing</b>		√		

**Experience**

- Minimum of 3-5 years of experience in finance or investment management, ideally within impact investing or sustainable finance sectors.
- Proven experience in financial analysis and reporting, with a focus on performance monitoring and evaluation.

Experience in developing and implementing financial processes and systems to enhance operational efficiency.

**Technical Skills & Knowledge**

- Knowledge of regulatory compliance and risk management practices relevant to fund management.
- Knowledge of impact measurement methodologies and their application within financial practices
- Strong analytical skills with demonstrated proficiency in financial modelling, investment analysis, and performance tracking.
- Excellent verbal and written communication skills, enabling effective interactions with stakeholders and investors.
- Proficient in digital tools and platforms that facilitate financial management and reporting processes.
- Capacity to work collaboratively within cross-functional teams and engage effectively with diverse stakeholders.
- Familiarity with agribusiness financing and understanding the challenges faced by financial institutions in this realm.

**SIGNATURES**

Name of Job Holder:	Signature(s):	Date:	Name of Supervisor:	Signature(s):	Date: