

Join CIMMYT and make a difference!
Program Finance Analyst (Ref. No.202460)

About our organization:

The International Maize and Wheat Improvement Center (CIMMYT) is a cutting edge, non-profit, international organization dedicated to solving tomorrow's problems today. It is entrusted with fostering improved quantity, quality, and dependability of production systems and basic cereals such as maize, wheat, triticale, sorghum, millets, and associated crops through applied agricultural science, particularly in the Global South, through building strong partnerships. This combination enhances the livelihood trajectories and resilience of millions of resource-poor farmers, while working towards a more productive, inclusive, and resilient agrifood system within planetary boundaries.

CIMMYT is a core CGIAR Research Center, a global research partnership for a food-secure future, dedicated to reducing poverty, enhancing food and nutrition security, and improving natural resources. The CIMMYT Regional office for Africa is located at the World Agroforestry Centre (ICRAF) at Gigiri, Nairobi, with country offices in Ethiopia, Senegal, and Zimbabwe.

In Kenya, CIMMYT is hosted by World Agroforestry (ICRAF), that is headquartered on United Nations Avenue, Nairobi.

We invite you to learn more about CIMMYT and World Agroforestry by accessing our web sites: www.cimmyt.org and www.worldagroforestry.org

CIMMYT is looking for a:

Program Finance Analyst

The Program Financial Analyst plays a crucial role in ensuring fiscal prudence and strategic financial management within CIMMYT. This position entails comprehensive responsibilities across budgeting, fiscal planning, reporting, compliance, financial analysis, risk management, stakeholder engagement, documentation, and audit coordination, emphasizing a proactive approach in supporting the organization's financial stability and strategic objectives

Summary of responsibilities

1. Strategic Financial Planning:

- Participate in the strategic planning process, providing financial forecasts and modeling to inform decision-making.
- Collaborate with program directors to align financial management strategies with programmatic goals.

2. Financial Analysis and Monitoring:

- Conduct in-depth financial analyses to forecast budget trends and assess financial health.
- Prepare financial status reports that highlight variances and propose necessary corrective actions.
- Monitor budget utilization to ensure it aligns with project goals and fiscal prudence.

3. Budgeting and Fiscal Planning:

- Develop and maintain fully costed budgets for all program activities.
- Ensure precise maintenance of budget breakdowns for clear financial tracking.

- Manage and coordinate budget submissions to the Project Financial Management Unit (PFMU).
- Prepare and provide necessary documentation for budget reallocations as required.

4. Grant Management and Funding Strategy Development:

- Assist in financial grant management processes to ensure compliance with donor guidelines and timelines.
- Assist in developing and implementing funding strategies that include identifying new funding sources and engaging prospective donors.
- Support PFM to prepare and submit accurate financial reports for donors, ensuring compliance with funding requirements.
- Coordinate the submission of financial reports via the DFS.
- Review financial reports from partners to ensure compliance and accuracy.

5. Quality Assurance and Risk Management:

- Assist in reviewing financial documents to uphold high standards of financial integrity.
- Assess risks associated with financial operations and recommend mitigation strategies.

6. Reconciliation Functions:

- Perform monthly reconciliations of account balances to ensure the accuracy of financial records.
- Identify discrepancies in financial entries and transactions and resolve them promptly.
- Maintain detailed records of reconciliations and adjustments to support audits and financial queries.

7. Documentation and Audit Coordination:

- Ensure meticulous documentation of financial records on platforms like Microsoft Teams.
- Coordinate audit activities, ensuring readiness and compliance with all audit requirements.

8. Capacity Building:

- Provide training and support to project managers and staff on financial procedures and policies.
- Develop and lead workshops on budget management and cost control measures.

9. Stakeholder Engagement:

- Facilitate meetings with project leads and scientists to discuss financial strategies and address fiscal concerns.
- Maintain robust communication channels with all project stakeholders to ensure alignment and compliance.

Requirements

- Master's degree in finance, Accounting, Economics, or a related field
- Bachelor's degree in finance, Accounting or a related field
- Professional Certification (e.g., CPA, CFA) is preferred.
- Minimum of 5 years of experience in financial analysis, budgeting, fiscal management, and reconciliation processes.
- Strong analytical skills and proficiency in financial software and Microsoft Office Suite.
- Excellent communication, organizational, and interpersonal skills.
- Demonstrated ability to handle multiple tasks simultaneously and meet tight deadlines.

Terms and conditions

- This is a Locally Recruited Staff (LRS) position and on competitive remuneration in local currency, commensurate with skills and experience.

- The appointment will be for two (2) years, including a six-month probationary period, with the possibility of extension contingent on performance, continued relevance of the position and available resources.
- The duty station will be in **Nairobi, Kenya**.

Application process

Go to <http://worldagroforestry.org/working-for-icraf/vacancies>

- The application deadline is **15 November 2024**.
- CV and Cover Letter should be in PDF and Labelled with the applicants First and Second Names.
- We will acknowledge all applications but will only contact short-listed candidates.

CIFOR-ICRAF is an equal opportunity employer. Staff diversity contributes to excellence.