
Job Title: Finance Officer

Location: Remote or Nairobi-based, with flexibility for hybrid work

Reports to: Director of Operations and Executive Director

Terms: 1-Year Contract with the possibility for extension

Remuneration: \$1,500 per month gross

Application Deadline: 10th July 2025

About the AcHsGJ: The Africa Center for Health Systems and Gender Justice (ACHGJ) is a feminist, Pan-African organisation committed to reimagining health systems that centre the voices, needs, and leadership of women and structurally marginalised groups. Grounded in the belief that health is not just about services but about justice, power, and dignity, ACHGJ envisions an Africa where women and girls thrive in systems rooted in gender equity, systems that listen, respond, and deliver with care and inclusion. Through three strategic pathways—Amplify, Equip, and Catalyse—the organisation works to shift narratives and power in health governance, build the capacity of health actors to integrate gender equity, and support grassroots-led change through economic empowerment and accountability mechanisms. ACHGJ conducts feminist research, strengthens transformative leadership, mobilises strategic coalitions, facilitates resource mobilisation for women-led solutions, and documents best practices that link gender justice with broader challenges such as climate, health, and structural inequality. Ultimately, ACHGJ seeks to transform unjust systems into responsive, inclusive, and community-driven institutions.

Position Summary:

This is a full-time position, and we are seeking a professional with significant experience setting up financial systems, particularly for organizations transitioning from fiscal hosting. The ideal candidate will possess strong expertise in programmatic budgeting and grants administration to support business development and donor compliance.

Key Responsibilities

1. Develop and Strengthen Financial Systems and Procedures

- Set up an efficient accounting system (e.g., QuickBooks).
- Develop a comprehensive Finance Manual and Standard Operating Procedures (SOPs).



- Ensure all financial transactions are accurately documented and recorded according to organizational policies, international accounting standards, and local legal requirements.
- Train other relevant staff on how to use the accounting manual and SoPs.

2. Budgeting and Donor Financial Reporting

- Collaborate with program and fundraising teams to develop program and organisational budgets.
- Prepare timely, accurate donor financial reports per contractual obligations and donor requirements.
- Monitor programme expenditure against approved budgets, ensuring the appropriate allocation and utilisation of donor funds.
- Support the processing and closure of donor contracts, ensuring compliance with internal financial and grant management procedures.
- Liaise with programme teams and the fiscal host to ensure correct coding, documentation, and classification of donor-funded activities.

3. Day-to-Day Financial Operations

- Coordinate with the current fiscal host to ensure accurate expense tracking, timely account reconciliations, and efficient payment processing.
- Support the preparation of monthly and quarterly financial reports, including expenditure projections, budget versus actual analysis, and variance reports.
- Participate in Senior Management Team (SMT) meetings, providing updates on financial performance, risks, and administrative developments.

4. Re-Granting and Partner Financial Oversight

- Provide financial oversight of re-granting processes in collaboration with the Head of Programs and Partnerships.
- Conduct due diligence, financial risk assessments, and capacity appraisals for prospective sub-grantee partners.
- Review financial reports that partners submit and provide recommendations for disbursements and financial compliance.
- Monitor and review audited financial statements of programme partners, and ensure adherence to contractual and regulatory requirements.

Application Details:



AFRICA CENTER FOR HEALTH SYSTEMS AND GENDER JUSTICE



Interested candidates are invited to submit their CV and a cover letter outlining their suitability for the role to vacancies@healthsystemsgenderjustice.org no later than 10 July 2025. Please use the subject line: Application – Finance Officer.

We strongly encourage applications from women, persons with disabilities (PWDs), and individuals who have experienced various forms of marginalisation. The Africa Center for Health Systems and Gender Justice is committed to building a diverse and inclusive team. Only shortlisted candidates will be contacted.



www.healthsystemsgenderjustice.org



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