



# FINANCE MANAGER - Kenya

## Terms of Reference

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**Position: Finance Manager**

**Location: Remote**

**Employer: Circle Group Limited**

### **Job Overview**

Circle Group Limited, an implementation partner with the Global Give Back Circle, is seeking a Finance Manager to oversee financial planning, budgeting, risk assessment, and cash flow management for the HER Lab Scale-Up Project. The Finance Manager will work closely with program managers and Global Give Back Circle leads to develop financial strategies, track expenditures, and ensure compliance with financial regulations. This role is critical in optimizing financial performance, maintaining transparency, and mitigating financial risks.

The Finance Manager will report to the Finance, HR, and Governance Lead at Global Give Back Circle.

### **About the Project**

The HER Lab Scale-Up Project expands GGBC's model to empower marginalized adolescent girls and young women in rural Kenya through workforce success and entrepreneurship. More than just a gender or economic empowerment program, it fosters leadership, advocacy, and self-awareness, positioning young women as catalysts for community-wide economic transformation.

This initiative targets young women across the education spectrum, including recent secondary school graduates and those who have dropped out of the system. It follows a robust Theory of Change, incorporating strategic technical pathways to ensure sustainable impact.

Circle Group Limited is the implementing partner for this project.



## **Key Responsibilities:**

### **1. Financial Planning and Management:**

- Has primary oversight of all program and project budgets.
- Prepare analysis of key financial indicators and is responsible for monthly/quarterly reconciliation, statements, and updates of departmental spending forecasts.
- Provide clear information to the leadership team regarding departmental and program spending.
- Prepare monthly and quarterly reporting for the Global Give Back Circle including a narrative on financial results.
- Oversee the completion of banking activity and cash flow forecast for Circle Group Limited

### **2. Accounting and Financial Reporting:**

- Responsible for the accuracy and ethical preparation of financial reports and data.
- Manages all accounting functions, including grant management accounting, accounts payable, and payroll and benefits.
- Assures appropriate policies and oversight are instituted to assure integrity in the management of all finances.
- Oversees Grant Management and management of Donor restricted contributions.
- Assembles supporting documentation for audit requirements.
- Ensures accounting for activities is in accordance with all local laws and implements new accounting and reporting requirements, as necessary.
- Recommends and implements fiscal policies and procedures consistent with GGBC requirements and the requirements of our funding partners.
- Sets financial policies and requirements related to partner MOUs and funds management.
- Oversee and ensure all financial reporting requirements are met.



### 3. Budgeting and Cost Management:

- Analyzes reports and statistics for use in developing new and improved policies, procedures, and budget processes.
- Identifies areas for improved cost management and works with team to implement cost reduction opportunities.

### 4. Audit and Compliance:

- Responsible for interface with external auditors and preparation of all financial statements and footnotes.
- Experience in coordination of audit activities, budget development, and financial analysis.

### 5. Leadership and People Management:

- Supervisory responsibility for Finance Officers, Accountants and Interns.

## **Requirements**

- Bachelor's degree in finance, accounting, economics, or a related field and/or professional qualification-CMA, ACA, ACCA, or CPAK
- Experience in coordination of audit activities, budget development, and financial analysis.
- Strong understanding of non-profit accounting, grantmaking, funds distribution and financial reporting to funder.
- Experience managing a team of at 6 or more
- Experience working with remote teams
- Keen analytic, organization, and problem-solving skills.
- Strong interpersonal skills and effective written and verbal communication skills.
- Employment contingent upon completion of successful background check.
- Employment is contingent upon signed acknowledgement and compliance of all organization policies including but not limited to: Safeguarding, Gender Policy, Intellectual Property, etc.

## **Preferred**



- Knowledge and experience with QuickBooks and payroll systems preferred.
- 5 years management experience Preferred.
- Accounting Experience Preferred
- Experience in a non-profit environment preferred.

***Important Notice:***

*We do not charge any fees at any stage of the recruitment process. Additionally, we bear no responsibility for any loss or fraudulent activities resulting from third-party actions. Applicants are advised to remain vigilant and report any suspicious requests.*

**How to apply:**

If you are interested in the Finance Manager role, please submit your application [here](#).