



Mission inclusion supports innovative and mobilizing community actions in favor of the social inclusion of vulnerable or marginalized people in 14 regions of Quebec and in 12 countries around the world.

One of the few foundations in Quebec to show its solidarity at home and abroad, Mission inclusion supports actions resolutely focused on profound and lasting social change. It builds quality relationships with partners, many of whom have marked the social development of their countries.

Mission inclusion, in 2019, adopted a new name and programming strategy, which are a great source of motivation for its team, and is currently looking to fill the position of:

HEAD OF FINANCE AND ADMINISTRATION

Nairobi, Kenya (National only)

POSITION OVERVIEW

The Head of Finance and Administration provides strategic leadership and oversight of all financial and administrative activities for Mission inclusion's offices in Kenya, Tanzania, Mozambique, Madagascar and Comoros locations of the Regenerative Seascapes for People, Climate, and Nature (ReSea) Project. The Head of Finance and Administration provides oversight of all financial and administrative operations for Mission inclusion's offices in Nairobi, Kenya (regional hub), in Mombasa, Kenya (seascape office) and in Diego, Madagascar. This role ensures the consistent application of high standards, compliance with donor regulatory requirements, and effective coordination across all locations.

PROGRAM SUMMARY

Mission inclusion, in partnership with the International Union for Conservation of Nature (IUCN) and local partners, is implementing the Regenerative Seascapes for People, Climate, and Nature program, funded by Global Affairs Canada. The program aims to enhance the resilience of coastal communities in the Western Indian Ocean (WIO) region—including Kenya, Tanzania, Mozambique, Comoros, and Madagascar—against the impacts of climate change.

Anchored in the Africa-led Great Blue Wall initiative, the program will benefit over 350,000 people through the creation of sustainable, inclusive, and climate-resilient seascapes. It is structured around four pillars:

- Blue Planet (conservation)
- Blue Nature (nature-based solutions)
- Blue People (leadership of women and youth in the blue economy)
- Blue Partnerships (cross-cutting collaborations for sustainable development)

KEY RESPONSIBILITIES

For a **Head of Finance and Administration in Kenya**, in a role that involves compliance with **Government of Kenya laws**, the ideal candidate must combine technical financial expertise with a solid understanding of local regulations, governance practices, and administrative leadership. The key responsibilities include:

1. Financial Management and Reporting

- Prepare consolidated financial statements in compliance with Mission inclusion and donor policies and regulations.
- Maintain accurate project accounts and ensure timely payments to suppliers.
- Manage monthly accounting reports, bank reconciliations, and year-end closings.
- Oversee cash flow planning, cash advance requests, and procurement alignment.
- Support internal and external audits and implement audit recommendations.
- Responsible for local offices' financial records, including follow-up on audit.
- Ensure proper tax management and compliance with local and Canadian regulations.

2. Financial Controls

- Implement and monitor internal controls, policies, and procedures.
- Oversee accounts receivable, accounts payable, and payroll processes across all offices and countries.
- Manage multi-currency transactions and ensure accurate reporting and approvals.
- Ensure strong controls over restricted reserves and reconciliation processes.

3. Budgeting and Forecasting

- Monitor budget execution and provide recommendations aligned with annual work plans of the project.
- Analyze budget variances and provide monthly management and financial reports to HQ.
- Support preparation of annual budgets and prepare quarterly forecasts in collaboration with the Chief of Party (CoP) and the Project Director (PD).
- Prepare the quarterly financial report submitted to the Finance and Compliance Director (SFCD) at Head Quarter.

4. Compliance and Regulatory Oversight

- Ensure compliance with local laws, donor requirements, and anti-corruption policies.
- Liaise with legal advisors and regulators as needed.
- Certify that service providers have no links to criminal or corrupt activities.
- Ensure timely submission of tax, social security declarations, and all other obligations and statutory charges in accordance with the countries and the donors' requirements.

5. Administrative Management

- Develop and oversee the implementation of the organization's annual procurement plan in line with approved budgets and operational needs.
- Maintain and update inventories of fixed assets and supplies for the project.
- Oversee procurement processes including Request for Quotations (RFQs), Evaluation and award processes.
- Supervise logistical, administrative, and technical support functions.
- Ensure accurate record-keeping of approved staff timesheets, time banks, and pay slips.
- Maintain up-to-date partner and donor information in compliance with Kenyan, and Canadian laws (oversee compliance of other seascape countries' laws).
- Perform any other tasks related to their mandate that may be assigned.

6. Staff Management

- Supervise, coach, and mentor finance and administrative staff.
- Set clear performance objectives and conduct regular evaluations.
- Oversee the onboarding process for new employees; ensure all enrolments are completed and all necessary equipment is provided and functional.
- Promote staff well-being and model healthy work-life balance.
- Ensure adherence to environmental, gender equality, and social inclusion standards.

EDUCATION AND EXPERIENCE

- Bachelor's degree in finance, Commerce or Business Administration, or a related field from a recognized university (A master's degree is an added advantage).
- CPA-K and/or ACCA certification required.
- Minimum of 10 years of progressive experience in finance and administration, preferably within an international NGO or large organization.
- Extensive knowledge of donor accounting, financial partnerships, and familiarity with Global Affairs Canada (GAC) standards, regulations, and procedures (preferred).
- Experience with accounting systems such as QuickBooks, Sage, SAP, or Navision.
- Proven experience in budgeting, financial forecasting, and variance analysis.
- Demonstrated ability to manage consortia-led grants and complex funding structures.
- Proficient in enterprise resource planning (ERP) systems and advanced Excel skills.
- Fluency in both English and French is required; Kiswahili and/or Portuguese is an asset.
- Strong proficiency in MS Office Suite, web conferencing tools, ERP platforms, and budget management systems

QUALIFICATIONS AND SKILLS

- Strong knowledge of internal audit, governance, and accounting principles and procedures.
- Strong excel and data analysis skills
- Excellent analytical and problem-solving skills with attention to detail.
- Proven ability to coach and lead multicultural teams.

- Strong relationship management and communication skills.
- Proactive, resourceful, results-oriented, and highly accountable.
- Understanding of human rights, gender equality, and socio-economic justice.
- Experience in project management (an asset).

CONDITIONS OF EMPLOYMENT

- Duty Station: Nairobi, Kenya, with 20% of travel.
- Fixed-term contract until December 31st, 2026, with a possibility of extension.
- Work schedule: 40 hours per week, with a flexible schedule and the possibility of remote work.
- Compensation: annual salary is based on experience and qualifications.
- Benefits: Group insurance and pension scheme.
- Starting date: As soon as possible.

HOW TO APPLY

- Interested and qualified candidates should follow the instructions below:
- Send their resume and a cover letter, both in English, **by email only**, to HR-RH.international@missioninclusion.ca and name their documents as follows: "Full name_Resume" and "Full name_Cover Letter".
- Please, include "**Head of Finance and Admin**" in the subject line of the email.
- The application deadline is **August 14th, at 11:59 p.m.**, local time in Kenya.
- Please refer to Johanne Bourbonnais (jbourbonnais@missioninclusion.ca) if you have any questions.

ONLY THOSE SELECTED FOR AN INTERVIEW WILL BE CONTACTED.

Human Resources Department/Mission inclusion

Website: <https://missioninclusion.ca/>

Email: HR-RH.international@missioninclusion.ca

Mission Inclusion is an inclusive workplace that embraces accessibility, diversity, and equality. At any time during the recruitment process, as long as it meets the requirements of the position, a candidate may request accommodation. Mission Inclusion has a non-discriminatory approach to recruitment and promotes a diverse workforce.