



Job Description

Start Date	Immediate
Job Title	Admin and Finance Officer
Location	Nairobi (Hybrid)
Reporting to	Head of the Stop the Bleeding/ Finance Manager
Terms	Contract

About the "Stop The Bleeding" Campaign:

The Stop The Bleeding Campaign (STB) is a Pan-African initiative aimed at mobilizing and advocating around the African debt crisis and illicit financial flows (IFFs). The campaign seeks to influence policymakers at both national and regional levels in favor of prudent debt management and equitable investment in public services. It highlights how unsustainable debt and IFFs perpetuate economic injustice, disproportionately affecting vulnerable communities.

African women, who constitute most of the informal economy, are the most affected by debt servicing as it leads to cuts in public services, notably health, education, and social protection. Women bear the brunt of these cuts, taking on more unpaid work. This reality underscores the need for the STB campaign not only to focus on debt relief but also to advocate for public investments and gender-sensitive economic policies that prioritize women's rights and participation in decision-making processes.

The campaign is built on the conviction that a feminist perspective must be applied to debt relief and IFFs, recognizing that economic injustices are deeply intertwined with gender inequalities. By addressing these challenges, the campaign aims to protect the socio-economic rights of African citizens, particularly women, youth, and vulnerable groups, and promote inclusive, citizen-led economic growth across Africa.

Objectives of the STB Campaign:

The main goal of the STB campaign is to build a movement that:

- 1- **Advocates for debt relief:** Mobilize support for the cancellation of unsustainable and unjust debts, with a particular focus on how debt servicing exacerbates gender inequalities and inequity.
- 2- **Fights against illicit financial flows (IFFs):** Reduce financial outflows from Africa that disproportionately harm citizens and advocate for policy reforms to close tax loopholes and end financial secrecy, which worsens inequality.
- 3- **Ensures feminist governance of public finances:** Strengthen the relationship between African citizens and their governments, ensuring that public debt and finance management is democratic, transparent, and gender sensitive. Women must be included in decision-making processes to guarantee equitable policies.
- 4- **Engages in legal advocacy for women's economic rights:** Reform power imbalances in the global financial architecture by pushing for legal reforms that protect women and vulnerable communities from the harmful impacts of debt and IFFs. Promote fair arbitration mechanisms in debt management, ensuring women's representation in negotiations.

Job Purpose:

The Admin and Finance Officer is responsible for the financial and administrative management of the **Stop the Bleeding Campaign**. He/She will be tasked with budget tracking, cash flow management, overseeing procurement, handling requisitions, and arranging travel for campaign staff. Additionally, this person will oversee preparing financial reports to ensure full transparency and compliance with financial reporting standards.

Key Responsibilities:**1. Financial Management and Budget Tracking:**

- Track the campaign budget, ensuring adherence to allocations and financial commitments.
- Supervise cash flow operations, including payment and expenditure control.
- Maintain up-to-date and accurate financial documents using appropriate financial management tools.
- Prepare and submit quarterly and annual financial reports in a timely manner.
- Contribute to financial audits and respond to financial verification requests.

2. Procurement and Logistics Management:

- Coordinate requisitions for materials, supplies, and other resources required by the campaign.
- Oversee procurement in compliance with the organisation's procedures and regulations.
- Collaborate with suppliers and service providers to obtain quotes and finalize timely purchases.
- Manage and maintain an up-to-date inventory of campaign equipment and materials.

3. Travel and Logistics Arrangements:

- Organize travel for staff, including flight bookings, accommodation, and other related travel services.
- Manage travel authorizations and travel expenses in accordance with established policies.
- Ensure logistical support for meetings and events organized by the STBC.

4. Reporting and Communication:

- Prepare and submit detailed financial reports to Head of the STB and other stakeholders.
- Ensure proactive and effective communication with internal teams to monitor expenses and stay within budgets.
- Support the coordination and dissemination of financial and administrative information between teams.

Key Accountability Areas

- Track and manage campaign budget adherence and expenditures.
- Supervise cash flow, ensuring proper payment and expenditure controls.
- Coordinate procurement and maintain up-to-date inventory.
- Organize and manage travel arrangements, including authorizations and expenses.
- Prepare and submit timely financial reports to stakeholders.

- Ensure effective communication and coordination of financial information across teams.

Profile:

- **Education:** Bachelor's degree in financial management, accounting, business administration, or equivalent.
- **Experience:** Minimum of 3 years in a similar role, preferably within a campaign or non-profit project setting.
- **Technical Skills:**
 - Proficiency with financial management tools and accounting software.
 - Experience in budget tracking and financial report preparation.
- **Organizational Skills:** Ability to manage multiple tasks, attention to detail, and time management.
- **Interpersonal Skills:** Strong communication skills, ability to work in a team, and service orientation.
- **Languages:** Proficiency in English, spoken and written, French aptitude will be a good asset.

Personal Attributes:

- Unquestionable integrity and professional ethics.
- Confidentiality and discretion.
- Ability to work independently and take initiative.

How to Apply:

Does the role profile match your description? Qualified and interested candidates are requested to submit their applications using this link: <https://airtable.com/appQdE20ZoHvyJzEy/shrRbvgkQriagaP33>

The closing date for applications is 31st January 2025. Due to the anticipated number of applications, only short-listed candidates will be contacted.

We are committed to creating a diverse environment and is proud to provide equal employment opportunities (EEO) to all employees & qualified applicants. All employment decisions are based on our organisation needs without regard to race, ethnicity, religion, gender, gender identity or expression, sexual orientation, national origin, disability, or age. STB complies with all applicable laws governing non-discrimination in employment. All qualified candidates are encouraged to apply.