



Associate Finance Officer- Financial Accounting

Location: Nairobi, Kenya

Job Reference: AFO/FIN/KE/03/2025

AGRA and its Work

AGRA is an African-led institution that actively supports the drive towards inclusive agricultural transformation and sustainable food systems. We do this by empowering the continent's 33 million smallholder farming households to transform their agriculture from a struggle to survive to profitable businesses. The continent's farmers regularly face challenges, and we aspire to provide uniquely African solutions that respond to their agricultural and environmental challenges, leading to increased harvests for reduced hunger and more income.

Working in alignment with the development priorities of our focus countries, we enable farmers to access improved and high-yielding seeds, gain knowledge on sustainable farming, and linkages to profitable markets. In our work, we aspire to build the alliances, partnerships, and networks required to drive an inclusive agricultural transformation. We work with our partners to create an equitable youth-friendly environment that harnesses the youth dividend on the continent to drive growth and facilitate open employment opportunities for young women and men. We achieve our key objectives through a focus on the following four areas of intervention:

1. Policy and state capability - We support governments in creating an enabling environment for private sector involvement in agricultural transformation.
2. Seed systems – We trigger higher productivity by increasing the availability and access to improved seeds by farmers allowing them to increase their harvests for food security and better incomes.
3. Sustainable farming – We support farmers in building resilient farming systems for sustained high yields through interventions such as mechanization and irrigation.
4. Inclusive markets and trade – We work to increase the linkages between farmers, and other market actors for a positive, sustained cycle of commercialization and reinvestment.

Implementing Our New Strategy Through People

People are the heart of our organization and remain the true drivers of our delivery and our impact.

We work with incredible people and partners who have roots in farming communities across the continent combined with an inclusive and diverse workforce from over 24 nationalities. Our commitment to a call to action goes beyond ourselves as we arise to catalyze African Food Systems transformation by being *Deeply collaborative, Executing Excellently, Sincerely Constructive and Increasingly Entrepreneurial* aligned with our values of (I-RISE; Integrity, Respect, Innovation, Stewardship and Equity).

We are looking for people who are passionate about Africa to join our innovative, growing, and multidisciplinary team. Together, we can grow Africa's food systems improving the livelihoods of smallholder farmers. Want to join us?



The Position

Associate Finance Officer – Financial Accounting **Job Reference: AFO/FIN/KE/03/2025**

The Associate Finance Officer – Financial Accounting is responsible for maintaining financial records by analyzing balance sheets and general ledger accounts. S/he reconciles general and subsidiary accounts by gathering, recording, and balancing information.

S/he will provide financial status information by preparing special reports as well as completing special projects and is the main liaison person for activities within the Financial Accounting unit.

Key Duties and Responsibilities:

- Receive VAT exemptions certificate and records in vendor account.
- Offset the credit against outstanding invoices.
- Receive supplier's invoices via the designated channels, staff claims and grants and check for completeness and accuracy, ensure all necessary support documents are attached. Code, analyze, input accurately in the system and circulate for approval.
- Tracking of invoices and grants requests by logging into invoices status tracker.
- Ensure that vendor invoices are scanned and attached to the accruals in Oracle Fusion while processing in the system.
- Ensure accuracy in data entry and payment analysis subject to tax.
- Ensure journals, grants and invoice postings are completed with the provided dimensions and fund to charge.
- Processes payments, wire transfers, and ensure they are complete and accurate and that funds have reached the designated recipients.
- Verifies that all payments have adequate supporting documents and that all necessary authorizations have been obtained for all payments.
- Liaises with country finance officers to ensure that intercompany balances are reconciled every month and necessary adjustments passed to ensure parity of counterparty balances.
- Enters and maintains all payment transactions into Oracle Fusion in a timely and accurate manner within the set TAT's.
- Informs the vendors, grants unit and staff of the bank's remittance advice and providing response to any queries that may arise.
- Review and reconciliation of various balance sheet items.
- Supporting the team within the Financial Accounting unit with various tasks as assigned, such as invoice management, travel management, reconciliation process, payment scheduling, fixed assets management and LPO management.
- Liaises with country finance officers to ensure that intercompany balances are reconciled every month and necessary adjustments passed to ensure parity of counterparty balances.
- Review and reconciliation of various balance sheet items.
- Reconcile payables ledger and subledger balances.
- Undertake regular supplier and customers account reconciliations.



- Ensure records for reconciliations are updated and signed off monthly.
- Ensure grants liability and commitment balances are reconciled monthly against downstream systems (e.g., AMIS).
- Processes interbank transfers and/or foreign currency sale in a timely manner and in accordance with the established standards and policies.

Key Qualifications and Experience required.

- A bachelor's degree in accounting or finance, or equivalent work experience
- Qualified accountant-ACCA, CPA, or similar recognized certification will be an added advantage.
- High computer proficiency in ERPs, spreadsheets (Excel), presentations and reporting software.
- Ability to work independently in a diverse environment.
- Experience in working with similar organizations or institutions will be an added advantage.
- Thoroughly familiar with and experience in working with finance regulations and reporting standards and requirements.

If you believe you are the right candidate for this position, kindly submit your application with a detailed CV in (including your e-mail and telephone contacts) to recruit@agra.org. Please quote the job reference number in the subject line of the application e-mail.

Applications must be received on or before 21st March 2025. Only shortlisted candidates will be contacted.

For more information on the AGRA, visit www.agra.org.

AGRA is an Equal Opportunity Employer