



Finance & Grants Officer – Kenya (Temporary)

Location: Nairobi, Kenya

Job Reference: FGO/FIN/KE/11/2025

AGRA and its Work to Transform Agriculture

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.

Why Join Us?

People are the heartbeat of our organization and remain the true drivers of our delivery, impact, and success. We have cultivated a workplace that fuels Depth in Collaboration, Excellence in Execution, Constructive Engagements, and a spirit of being Increasingly Entrepreneurial; all underpinned by our cherished I-RISE Values (Integrity, Respect, Innovation, Stewardship and Equity)

We work with incredible people and partners who have roots in farming communities across the African continent combined with an inclusive, diverse, and talented workforce from over 25 nationalities. Our commitment to a call to action goes beyond ourselves as we arise to catalyze African Food Systems transformation and improve the livelihoods of smallholder farmers.

We are looking for people who are passionate about being part of a mission-driven team that is making a real difference on the continent; love to work on cutting edge Ag technologies; and able to grow their skills, expertise, and experience career growth, while enjoying very competitive compensation and benefits.

Are you ready to embark on this exciting transformative journey with us



The Position

Finance & Grants Officer – Kenya (Temporary) Job Reference: FGO/FIN/KE/11/2025

The Finance & Grants Officer will contribute to achieving high quality grants and financial documentation for audit and compliance purposes. S/he will support effective channels of internal communication relating to grants established protocols across the countries of operation.

The role will lead on audit requirements in the implementation of grants disbursement and documentation required for a successful audit.

Key Duties and Responsibilities:

- Prepare grant reconciliation schedules and supporting documentation for year-end audit.
- Address prior audit findings and implement corrective actions to minimize recurring issues.
- Coordinate timely submission of audit samples and responses to queries.
- Deliver monthly and quarterly grant financial reports showing, disbursement rates expenditure trends and variance analysis against budgets
- Ensure reports reconcile with both finance and grants management systems.
- Review and strengthen internal controls for grant accounting processes.
- Implement approval workflows for grant disbursements and expense recognition.
- Monitor compliance with donor and internal financial policies and provide oversight on grant accounting entries during transition to accrual basis.
- Validate grant receivable/payable balances for inclusion in financial statements and ensure transparency in allocation of shared costs across grants.
- Support Project Audit Process and develop audit readiness checklists for country offices.
- Track and report audit progress to CFO and relevant stakeholders
- Conduct training sessions for program and operations teams on Accrual accounting principles, Grant compliance requirements, documentation standards and Internal control procedures
- Develop SOPs and templates for grant reconciliation and reporting and introduce donor-specific compliance checklists.
- Perform monthly reconciliations between finance and grants management systems, Investigate and resolve discrepancies promptly.
- Work with program teams and country offices to confirm grant utilization and commitments
- Prepare grant reconciliation schedules and supporting documentation for year-end audit and address prior audit findings and implement corrective actions.
- Deliver monthly and quarterly grant financial reports including disbursement rates, expenditure trends and variance analysis.
- Ensure reports reconcile with finance and grants management systems.
- Review and strengthen internal controls for grant accounting processes implement approval workflows for grant disbursements.
- Contribute to the transition to accrual accounting through documentation and oversight.



Key Qualifications and Experience required.

- A bachelor's degree in accounting or finance, or equivalent work experience
- Accounting certification is a MUST
- A master's degree will be an added advantage
- Deep understanding of the financial environment within which AGRA is operating.
- Proven experience in finance or accounting roles and grants management
- Strong understanding of financial regulations, grant compliance requirements, and best practices in financial management
- Excellent analytical, problem-solving, and communication skills.
- Self-motivated with demonstrated ability to generate financial reports and meet set deadlines and with good integrity.
- Ability to communicate financial information clearly to non-financial colleagues.
- Ability to work and manage tasks effectively in a fast-paced, multicultural environment

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 8th December 2025. Only shortlisted candidates will be contacted.

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

AGRA is an Equal Opportunity Employer