

JOB POSTING: **Finance and Operations Senior Manager**

Organization: Africa Albinism Network
www.africaalbinismnetwork.org

Nature of Position: Independent Contractor

Start date: July 2026 (with the possibility of renewal, subject to performance and funding, respectively)

Location: **Must be based in Africa.** Remote with some work at our Offices in Tanzania and Botswana, and related travel.

Under the Direction of: The Executive Director, with an indirect reporting line to the Board of Directors.

Oversees the work of: Procurement, Logistics, and Administration Manager

About Africa Albinism Network

Africa Albinism Network (AAN) exists to promote the well-being and human rights of people with albinism in Africa. It focuses on capacity building, human rights advocacy, research, and strengthening local albinism organizations and human rights defenders to promote the protection, empowerment, and rights of people with albinism. This is an exciting and challenging role within a growing organization, working across Africa with multiple programs and funders.

About the Role

The Africa Albinism Network (AAN) is seeking an experienced, dynamic, and driven person to join our team as **Finance and Operations Senior Manager** with a record of success in a similar role. As a senior leadership team member, this role is

The successful candidate should exhibit the highest ethical standards, demonstrating the utmost integrity and transparency, ensuring a strong control environment and effective systems and processes to safeguard the

financial resources of the organization.

As part of a growing organization, you are comfortable in a senior leadership role and accustomed to carrying out hands-on duties and multitasking across a broad scope of areas. You are analytical, deadline-focused, and detail-oriented, while also being able to think strategically and provide financial insight for decision-making. You will be relied upon to regularly communicate clearly and concisely with stakeholders and colleagues on financial matters, supporting a culture of openness and short communication lines.

Suitable candidates should demonstrate a high level of organization and accuracy in their work; have experience managing institutional funding in an NGO environment; have an excellent grasp of accounting and the QuickBooks software; and be able to successfully guide the work of team members and service providers.

They have a genuine interest in using their financial skills to impact positively on the organization's work, including driving continuous improvement and strengthening processes and internal controls, while keeping them simple and proportionate to a small organization.

This is a desk-based role that can be undertaken remotely, with regular communication (in English) with the AAN team and its delegates, including advisors. Some travel, within Africa or internationally, is required. The Contract is expected to last for a two-year period, with the possibility of extension (subject to satisfactory performance and available funding)

RESPONSIBILITIES

Key responsibilities will include:

- **Financial Management:** Oversees accounting system, financial accounts and records, bookkeeping, accounts payable/receivable, personnel remuneration, payments, and expense reports, and banking. Ensures timely bookkeeping is up-to-date and makes accounting entries as needed.

- **Financial Reporting:** Prepares monthly, quarterly, and annual financial statements, reconciliations, and variance analyses.
- **Budgeting & Strategy:** Leads AAN's budget process to develop an annual operating budget, monitors variances, and creates long-term financial plans (including cash flow and revenue projections and reserve strategies).
- **Compliance & Audit:** Ensures compliance with international and non-profit accounting standards, regulations, and reporting requirements in jurisdictions where AAN operates in Africa. Manages annual audit processes.
- **Operational Leadership:** Manages day-to-day operations, including strengthening of systems, controls, and processes, IT security and backup, risk management, procurement and logistics oversight, contracts management, vendor relationships, and office facilities oversight.
- **Human Resources (HR):** Oversees Human Resources processes and functions such as hiring, onboarding, training and development, HR policy management and compliance, and outboarding. Oversees the work of Human Resources expert service providers, if needed.
- **Grant Management:** Ensures compliance with specific donor requirements, manages restricted/unrestricted funding and grant agreements, tracks grant expenditures, prepares grant and project budgets and financial reports, and coordinates grant reporting with the programs team.
- **Board Reporting:** Prepares and submits financial reports and analyses for the Finance & Administration Oversight Committee (FAOC) and Board of Directors to inform decision-making. Attends FAOC and Board meetings as a management resource and to help the Board carry out its fiduciary responsibilities.
- **Supervision:** Supervises and oversees the work of the Procurement, Logistics, and Administration Manager. Oversees the work of service providers as needed.

QUALIFICATIONS & EXPERIENCE

- An advanced/postgraduate degree and professional accounting designation (CPA or equivalent) preferred. However, a bachelor's degree in accounting, finance, or a related field with a combination of the relevant skills and experience will also be considered.
- At least three (3) years of financial management experience in a similar role and as part of senior management, ideally in the NGO sector.
- Good understanding of non-profit and fund accounting (including international standards such as IFRS), with experience with financial planning and budgeting, budget tracking, and financial reporting.
- Strong working knowledge of operational procedures and controls.
- Experience with IT tools for work management, including MS Teams, SharePoint, and accounting systems such as QuickBooks.
- Good understanding of the realities of a small organization, including resource constraints, multitasking, and the need for proportionate solutions.
- Excellent written and oral communication skills in the English language, including in conveying financial information to non-financial people.
- Acting at all times with complete transparency, honesty, and integrity is essential.

The following are not necessary but are desirable:

- Professional experience or education related to human rights advocacy, policy, or practice.
- Experience working regionally in Africa or internationally, including in developing countries.
- Experience working with local or international human rights organizations or regional human rights mechanisms in Africa and/or disability rights groups.
- Staying abreast of AAN's programs and activities across Africa.
- Knowledge of other languages, including French, is considered an asset.

LEVEL OF EFFORT & REMUNERATION

Level of Effort: Full-time (40 hours per week), with flexibility in scheduling.

The contractor is expected to organize their working hours to effectively collaborate with team members and other contractors across multiple time zones, as required to deliver on agreed outputs.

Remuneration: Commensurate with experience.

HOW TO APPLY

Please send your CV, a cover letter, and copies of graduation/professional certificates in English only (max. four pages, plus certificates) by **June 15, 2026**, via email to info@africaalbinismnetwork.org

In your email subject, indicate "AAN Finance and Operations, Senior Manager."

Applicants from all backgrounds are welcome. **Applicants with disabilities are strongly encouraged to apply.** All qualified applicants will receive consideration for employment without regard to race, ethnicity, religion, color, gender, disability, or similar grounds.

We thank all applicants for their interest; however, only those considered for an interview will be contacted.