EXPERTISE FRANCE GROUPE AFD	**JOB DESCRIPTION**	
	Administrative and Financial Manager	
	Version update date:	13/11/2026

Country:	**Kenya**
Exact Workplace:	Nairobi
Unit:	Shared Office
Type:	CDDU
Duration:	1 year renewable
Recruitment date:	01/01/2027

Report to:	N+1 Line Manager: Elisabeth Rivier, Shared Office Manager N+2 Line Manager: Tahar Benattia, Head of Global Threats Division
Supervise (to be confirmed):	- A Finance officer (1) - A treasurer/VAT officer (1) - A procurement and contract officer (1)
Functional connection:	Headquarters: Financial and Legal Departments
Internal collaboration:	- Projects Teams - Financial and Legal Departments
Areas of focus:	Shared Office Level 2 The Administrative and Financial Manager ensures proper administrative, budgetary, accounting, and financial management of projects and the office. He/she secures financial execution, ensures the reliability of internal and donor reporting, monitors compliance with internal procedures, and supports the development of local finance teams. He/She supervises the procurement process with a dedicated staff. According to the level of decentralization, he/she exercises a role of support, coordination, supervision or complete steering.
Context	Expertise France (EF), the technical cooperation agency of the AFD Group, has significantly expanded its activities in Kenya since 2025. Its portfolio includes 2 ongoing national projects (approximately €3.6 million, funded by AFD and the European Union, in the digital and cybersecurity sectors) and 24 regional projects covering Kenya, of which 4 are based directly in Nairobi (approximately €32.5 million). Together, the national and regional projects based in Kenya represent approximately €36 million. Further projects are under development (1 national and 3 regional). EF has 16 staff members and 7 international technical experts in Kenya. A shared office (*Bureau Mutualisé*) was set up in Nairobi in July 2026. It currently hosts 3 projects, with 2 more expected by the end of 2026, and will operate at Level 2 from January 2027.

Required qualifications	Education: Master in Finance, Accounting/Auditing, or Bachelor with relevant proven experience Experience: Experience of at least 5 years in a similar position within cooperation, development, or humanitarian organizations Demonstrated experience of donor procedures and requirements Demonstrated management experience
Skills requirements:	**Knowledge:** - Strong understanding of the principles of finance, accounting - In-depth knowledge of financial tools and software, such as Excel, Atlas, Sage X3, and other financial management software (ERP systems). - Advanced fluency in spoken and written French and English. - Knowledge of EF procurement process and French public procurement **Know-how:** - Demonstrated strong ability for project financial management (budget monitoring, bank reconciliation, forecasts) - Ability to analyse complex financial data and formulate recommendations - Proficiency in internal control and mechanisms for securing financial flows - Ability to ensure compliance - Ability to coordinate and oversee multi-project financial activities - Ability to produce and review financial reports (internal and for donors) - Ability to structure, improve and disseminate financial procedures and tools and follow up of Expertise France internal procedures **Soft skills:** - Strong analytical skills and critical thinking - Rigor, reliability and attention to detail - Ability to step back and prioritize - Ability to work under pressure - Ability to alert, propose, and support decision-making - Leadership and ability to supervise, manage and develop the skills of teams - Organizational skills and priority management in a demanding environment - Excellent communication and pedagogical skills - Proactivity, flexibility and autonomy - Sense of ethics, confidentiality and responsibility

Mission(s):	Manage the financial, administrative and legal part of a project portfolio and an office, ensure the quality of financial data, secure cash flow and expenses, produce reports, contribute to budget arbitrations and compliance operations, and manage the administrative, financial and legal unit of the shared office.

MAIN ACTIVITIES

This list of responsibilities is non-exhaustive

1. Financial and budgetary management

- Prepare, monitor and update the shared management file, and ensure its monthly validation and submission to the Finance Department
- Update and make reliable the financial and budgetary monitoring of projects in Kenya.
- Monitor budget consumption and the alignment between financial execution and operational programming in close coordination with the shared office manager.
- Carry out periodic budget analyses.
- Contribute to strategic decision-making by providing financial analyses.

- Ensure consistency between the tracking tools, X3, Atlas, FGT and supporting documents.
- Track and close advances ;
- Ensure the processing of analytical corrections; and accruals.
- Ensure proper consideration of shared costs and payroll reallocations.
  Oversee the financial and accounting follow-up of subgrants.

2. Accounting management

- Oversee cash flow, procurement and monitoring of bank accounts/mobile money account and advances.
- Analyse and compile cash flow needs and prepare the quarterly advance requests to the financial department with the validation of the shared office manager.
- Oversee payment arrangements, reconciliations, inventory, and treasury closings.
- Check the consistency of accounting data (descriptions, accounting codes, analytical codes, exchange rates, etc.) between the ERP system and Excel files
- Ensure liaison with headquarters functions on treasury and accounting matters.
- Prepare monthly, quarterly, and annual closing documents
- Manage and monitor the fund transfers with the shared office manager the bank account in the country: in charge of the communication with the bank.

3. Internal and donor reporting

- Participate to internal exercises: RPP, accounting and financial reporting
- Coordinate and support the production of donor financial reports.

4. Support for budget revisions and financial exercises

- Participate in revising budgets and loading/updating financial data in appropriate software/tools
- Participate in internal budget exercises: BR, PA/BI of projects
- Carry out internal budget exercises: BR, PA/BI of shared costs/office
- Prepare the necessary data for half-yearly and annual closures.

5. Administrative Management

- Supervise and monitor the implementation of administrative and financial procedures
- Propose and contribute to the development or improvement of administrative procedures
- Supervise compliance with the administrative calendar
- Oversee both physical and digital filing systems

6. Internal control and compliance

- Ensure the eligibility of expenses according to EF and donor rules
- Ensuring the reliability of financial data
- Contribute to securing financial flows and managing risks, while ensuring compliance with internal procedures and donor requirements
- Control the quality of analytical and accounting imputations in the various tools.
- Sensitise and alert on financial risks or fraude and propose corrective measures.
- Secure the audit trail and the availability of supporting documents
- Realise periodic financial controls.

7. Public procurement and contract management

- Manage the procurement officer
- Schedule contracts and take charge of the purchase requests in the portfolio (projects/office) according to EF public procurement process

- Supervises contract execution and follow-up
- Liaise with the Legal Department or law firms if necessary

8. Audits and closing

- Prepare and coordinate financial audits with the projects' teams;
- Contribute to the search for supporting documents and justification of expenses for the project audit.

9. Management and coordination of the financial and procurement team and technical support

- Supervise, lead, and evaluate and manage the local finance and procurement team of the Kenya shared office.
- Coordinate all financial, legal/procurement and administrative tasks with the project teams: organise coordination meetings, set up efficient communication channels and prioritise urgent financial matters across the projects.
- Participate in the dissemination of good financial and legal practices.
- Contribute to the recruitment, integration, and skill development of finance and procurement profiles.
- Develop or update tools, memos and methodological materials.