



## JOB DESCRIPTION

### Finance & Program Associate Officer

Position Title	Finance & Program Associate		
Location of Post	Remotely	Reports to	Regional Coordinator Regional Coordinator (Functional reporting to Finance Lead/Manager, where applicable)
Direct reports	Not applicable at present.		
Purpose of the role			
<p>The Finance and Programme Associate provides integrated financial, administrative, and programme support to ensure the effective planning, implementation, monitoring, and reporting of CAN Africa’s projects and organizational operations. The role strengthens financial accountability, supports timely and effective programme delivery, enhances donor compliance, and ensures strong alignment between approved budgets, expenditures, and programme results.</p> <p>Working closely with programme teams and organizational leadership, the Associate supports sound financial management, transparent financial and narrative reporting, and efficient administrative systems, contributing to the overall effectiveness and credibility of CAN Africa’s work.</p> <p>.</p>			
Duties and responsibilities			
1. Finance management and Accounting	<p><b>Key Responsibilities</b></p> <ul style="list-style-type: none"><li>❖ <b>Finance management:</b> Provide leadership in setting-up effective and efficient systems and roll-out an efficient and accountable finance management systems for CAN Africa. Support the implementation and maintenance of effective financial management systems and internal controls in line with organizational policies and donor requirements.</li><li>❖ <b>Accountability:</b> Provide leadership in producing financial reports, audits to funders, partners and management and theboard of CAN Africa.</li><li>❖ <b>Financial Data Entry:</b> Input financial transactions into the organization's accounting software, ensuring accuracy and completeness. Record financial transactions accurately and in a</li></ul>		

	<p>timely manner in accounting systems.</p> <ul style="list-style-type: none"> <li>❖ <b>Documentation:</b> Maintain and organize financial records, receipts, invoices, and other financial documents. Maintain and organized financial documentation, including receipts, invoices, contracts, and supporting documents.</li> <li>❖ <b>Reconciliation:</b> Manage monthly bank statement reconciliations and ensure that all discrepancies are addressed.</li> <li>❖ <b>Reporting:</b> Prepare monthly, quarterly, and annual financial reports. Support the preparation of monthly, quarterly, and annual financial reports for management, donors, and partners.</li> <li>❖ <b>Compliance:</b> Ensure that all financial operations comply with organizational policies and applicable financial regulations. Ensure compliance with applicable financial regulations, donor rules, and organizational procedures</li> <li>❖ <b>Administrative Support:</b> Provide administrative support, including but not limited to setting up meetings, preparing agendas, and handling correspondence;</li> <li>❖ <b>Program support:</b> Contribute to development of new programs/projects and their implementation;</li> <li>❖ <b>Monitoring &amp; Reporting:</b> Track financial performances and, provide regular updates to Regional Coordinator, and stakeholders. Support budget tracking and variance analysis for projects and organizational operations.</li> <li>❖ <b>Ad-hoc Tasks:</b> Carry out other related tasks assigned by the Regional Coordinator.</li> </ul>
<p><b>2. Programme Finance Support and Grant Management</b></p>	<ul style="list-style-type: none"> <li>❖ Support programme teams in developing project budgets and financial plans.</li> <li>❖ Track project expenditures against approved budgets and flag variances or risks.</li> <li>❖ Support financial reporting to donors and partners in line with</li> </ul>

	<p>contractual timelines and formats.</p> <ul style="list-style-type: none"> <li>❖ Contribute to programme monitoring by supporting data compilation related to financial performance and resource utilization.</li> <li>❖ Support grant compliance processes, including contract management, reporting schedules, and financial documentation</li> </ul>
<p><b>3. Partnership, Fundraising and Resources</b></p>	<p><b>Resource Mobilization</b></p> <ul style="list-style-type: none"> <li>❖ Support fundraising efforts to support CAN Africa's projects by contributing to donor scoping, engagement, proposal writing and report writing;</li> </ul> <p><b>Partnerships</b></p> <ul style="list-style-type: none"> <li>❖ Support efforts to deepen partnership, alignment, and engagement with civil society and networks in the region and beyond.</li> </ul>
<p><b>4. Organizational Administration and Support</b></p>	<ul style="list-style-type: none"> <li>❖ Provide administrative support including scheduling meetings, preparing agendas, drafting correspondence, and maintaining organizational records.</li> <li>❖ Support procurement processes and vendor payments in line with policies.</li> <li>❖ Contribute to organizational planning, internal reporting, and coordination processes.</li> <li>❖ Undertake other tasks as assigned by the Regional Coordinator</li> </ul>
<p><b>5. Transparency and Accountability</b></p>	<ul style="list-style-type: none"> <li>❖ Demonstrate transparency and accountability in the organization through proactive adherence to best practice; Proactively communicate with the Regional Coordinator about the state of the organization's campaigns and projects, particularly when there are problems that need to be addressed (e.g. underperformance problems, capacity needs within projects, tasks falling behind schedule etc.).</li> </ul>
<p><b>Required Qualifications</b></p>	
<ul style="list-style-type: none"> <li>❖ Bachelor's degree in finance, Accounting, Business Administration, Economics, Development Studies, or related field.</li> <li>❖ Professional accounting qualification (CPA, ACCA, or equivalent) is an advantage</li> </ul>	

Experience
<ul style="list-style-type: none"> <li>• At least <b>3 years</b> of progressive experience in finance, accounting, grants management, or programme support within NGOs, networks, or development organisations.</li> <li>• Experience working with donor-funded projects and compliance frameworks.</li> <li>• Experience supporting budgeting, financial reporting, and audits.</li> </ul> <p>Experience in regional or multi-country programmes is an advantage</p>
Core Competencies and Skills
<ul style="list-style-type: none"> <li>• Strong financial management and analytical skills.</li> <li>• Excellent organizational and documentation skills.</li> <li>• Strong attention to detail and accuracy.</li> <li>• Ability to manage multiple tasks and meet deadlines.</li> <li>• Strong communication and interpersonal skills.</li> <li>• Ability to work independently in remote and multicultural environments.</li> <li>• High integrity and commitment to transparency and accountability.</li> </ul>

**Closing date:** 18 February 2026

To apply, please submit your detailed CV, a certified copy of your qualifications, and a cover letter outlining information that will assist the selection panel in assessing your application. Applications should be sent in confidence to **recruitment@can-africa.org**.

When responding to this advert, please ensure that the email subject line reads as follows: **“Finance and Program Associate Officer Application”**. Failure to follow this instruction may result in the disqualification of your application.

If you do not receive a response within one month of the closing date, please consider your application unsuccessful.

Only shortlisted candidates will be contacted. Climate Action Network (CAN) Africa reserves the right not to make an appointment.