

## Position Description

### Interim Finance Business Partner

#### About CIFF

The Children's Investment Fund Foundation (CIFF) is an independent philanthropic organisation, employing around 200 people across offices in Addis Ababa, Beijing, London, Nairobi, and New Delhi. CIFF works with a wide range of partners seeking to transform and empower the lives of poor and vulnerable children and adolescents in developing countries, with the ultimate goal of solving seemingly intractable challenges to ensure all children and adolescents have the chance to survive and thrive.

CIFF aims to play a catalytic role as a funder and influencer to deliver urgent and systemic change at scale. Areas of work include empowering adolescents and young people to control their sexual and reproductive health to avoid unintended pregnancy, unsafe abortion and HIV/AIDS; improving children and mothers' health and nutrition; preventing low birthweight babies; eliminating deaths from severe acute malnutrition, nested within a more integrated approach to childhood development; and deworming efforts to break transmission for good. CIFF's child protection work focuses on ending child labour and sexual exploitation by enabling an environment that reduces vulnerability of communities and increases protection of children. The organisation's climate portfolio is driven by a vision of a climate-safe future for today's children and future generations that also bear the benefits of cleaner air, energy security and sustainable jobs. Across these areas of work, we seek to be the gold standard in grant making and foundation operations, and place significant emphasis on quality data and evidence.

We are privileged, as a financially independent philanthropy, to be able to work in challenging areas that others can't and we often elect to work on what can be controversial issues that others won't. For example, CIFF is pro-choice with respect to women's reproductive rights along with the prioritisation of access to reproductive information and to contraceptive choices. It is imperative to the CIFF family, therefore, that prospective candidates are aware of the issues we work on and embrace all our programmatic work with fully open minds to the huge number of ways in which we seek to empower young lives.

Building and harnessing diversity of perspective and experience within CIFF is critical to us achieving our bold goals. We strive to deliver a work environment which is diverse, equitable and inclusive, respecting and embracing individual differences and needs, and enabling all members of the CIFF family to be at their best.

We consistently work to enhance our policies and practices, ensuring that they actively support this intent. And we offer a flexible, hybrid model of working which seeks to accommodate the individual needs of our people and enhance employee wellbeing.

For more information please visit [www.ciff.org](http://www.ciff.org) – we recommend you review our website to gain an oversight of all our programmes. If you would like to join CIFF, please apply via the Careers section of our website. If you need to speak with us for any reason, please don't hesitate contact our Recruitment team by email, at [recruitment@ciff.org](mailto:recruitment@ciff.org).



## Job Description

<b>Job Title</b>	Interim Finance Business Partner
<b>Reports to</b>	Finance Business Partner Africa, Nairobi
<b>Location</b>	Nairobi, with international travel (c. 20%)
<b>Main purpose of the role:</b> <p>The FBP is the critical interface between the finance function and the Africa programme management team across Ethiopia &amp; Kenya, playing a key role of representing finance in the programme team and representing the programme teams in finance. The FBP will provide commercial and financial input to the design and delivery of our programme investments and their evaluations. They will provide added value support to the programme team, by performing modelling for cost benefit analysis and ad hoc data analysis as required. It also involves technical oversight and support to ensure that CIFF's grant monies are safeguarded and utilised in the pre-agreed manner. The FBP is responsible for the due diligence assessment of CIFF's grantees including internal controls, processes and procedures and ensuring grant activities are properly reported.</p> <p>The FBP will work across the three Africa strategic pillars, Girl Capital, Resilient communities and For Africa by Africa activities in Ethiopia, and across Africa, which focus on improving the survival, health and well-being of children, adolescents and their mothers.</p> <p>The position is based in the CIFF office in Nairobi and involves travel to programme implementation sites across Africa to work closely with our partners in monitoring the expenditure on CIFF's grants.</p> <p>The position will also provide financial operational support to the Ethiopia office in collaboration with the London based Financial Control team and the Finance Business Partner Africa.</p> <p>The reporting line is to the Finance Business Partner Africa, based in Nairobi. There will also be a dotted reporting line into the Regional Director &amp; Head of Ethiopia (Addis) and the Assistant Financial Controller (London).</p>	

## The Exciting Opportunity

### Position Responsibilities

#### Principal Accountabilities

- Financial, governance and risk due diligence prior to investment approval
- Advice on the finance structure of grant proposals
- Analysis and negotiation of grantee budgets
- Management of the payment approval process
- Audits of grantees mid and post-investment
- Working with grantees to strengthen their financial and operational controls

- Supporting banking, tax and local accounts administration in Ethiopia for CIFF & its subsidiaries.

**Key Tasks:**

Decision support

- Provide added value, commercial and financial advice on relevant aspects of programme & evaluation design and delivery
- Carry out financial modelling and analysis to support programme decision making
- Act as a trusted advisor to the Ethiopia leadership team

Grantee Assessment

- Prior to investment approval, reviewing the budget submitted by the grantee for reasonableness and accuracy. Budgets should also comply with CIFF's internal policies and be compatible with the Foundation's priorities and financial resources. Where appropriate, suggest changes to the proposals and agree internally.
- Working with the sector teams to identify financial and operational risks which may impact on programme strategy and develop mitigating solutions to the identified risks for the grantees to implement.
- Supporting partners in building financial reporting tools, giving guidance where necessary on data analysis and interpretation once tools are operational.
- Supporting the Finance team and Portfolio Managers in analysing the quarterly financial reports submitted by the grantees and in preparing summaries of progress and performance.
- Responsibility for on-site audits of the financial expenditure and internal controls of grantees.
- Preparing reports on the results of onsite audits / reviews of grantee and making recommendations on the system and procedures under review.
- Analysing trends and findings from prior year audits to ensure that all key lessons from previous reviews are implemented
- Monitoring high value funding to overseas entities, undertaking variance analysis and investigating to ensure funds are used for their intended purposes.
- Preparing financial or grantee assessment-related dissemination materials for CIFF and as needed, for distribution to other stakeholders.
- Responsibility for the quality of the data on CIFF's grantee database, Fluxx, and reporting through Power BI.

Grants accounting and controls

- Working with the finance team to support management reporting, e.g. analysing key trends in granting activity and disbursements and using this analysis to develop internal reporting and to benchmark future grant budgets.
- Supporting the finance team in the statutory reporting of grant and programme related investment activities and for complex mixed motive investments.
- Working with the management of the grantees to implement a control system which ensures that all major risks of the grantee are identified and mitigated,

whilst meeting CIFF's grant stipulations.

- Working with the Fluxx team in developing the effectiveness of this grant management tool to support all aspects of the relationship with Grantees.
- Ensuring compliance with Charity Commission audit and financial best practice.

#### Ethiopia office Financial Control

- Ensuring grant and operating expense payments are made in a timely and compliant manner, while adhering to CIFF group controls.
- Working with the CIFF Ethiopia Accountant (outsourced to a third party) to ensure timely and accurate tax filings and local accounts are produced, liaising with the respective auditors and local authorities where required.
- Maintaining relationships with key stakeholders including the bank, tax authorities, auditors and CIFF Ethiopia Accountant.
- Building a knowledge of tax and accounting regulatory requirements in Ethiopia that impact CIFF and updating internal stakeholders where these regulations change.

### **The Talented Individual**

- Qualified accountant, or equivalent
- Strong personal motivation to work in the not-for-profit sector and interest in international development
- Excellent quantitative and qualitative analytical skills, in particular advanced excel skills and intermediate modelling skills
- Experience of working with SMEs would be of value
- Understanding of the financial risk environment within the international development sector
- Good understanding of effective governance models and risk management frameworks
- Experience within Internal Audit would be particularly helpful
- Ability to work unsupervised and under pressure
- Willing to adapt to changing priorities, and flexible enough to respond to the demands of a growing organisation
- Possess strong interpersonal skills and works well as a team player
- A flexible and friendly attitude with the willingness to learn and enjoys working in a high achieving environment
- Excellent English written and oral communication skills
- Ability to present financial information in a compelling way for diverse audiences
- Excellent attention to detail essential

### **The Culture Contribution**

Our employees contribute to a shared goal in an environment of support, knowledge sharing and fun!

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## **CIFF Values**

**Honest:** *We value our own integrity and never shy away from the truth. We learn from our mistakes, we stay accountable and we use feedback as a tool for success.*

**Supportive:** *We use our experience to bring out the best in each other. When the pressure's on we join forces. When one of us succeeds, we celebrate together.*

**Entrepreneurial:** *We're always searching for new opportunities to do more and push boundaries. We constantly ask ourselves 'What if?'*

**Passionate:** *We've each come to CIFF to change the world for children. So we're bold and daring in our approach. We know that with the right people and the right resources, there's nothing we can't achieve together.*

**Problem solving:** *Solving issues is part of our everyday. We use every problem as a learning experience: to investigate, to ask for help, to think outside the box.*

**Collaborative:** *In CIFF's people and partners you'll find subject experts from around the world. We understand the power of bringing this experience and expertise together to change children's lives.*