

REGIONAL FINANCIAL ACCOUNTANT & ADMINISTRATOR ROLES & RESPONSIBILITIES

Reports To: Chief Executive Officer (CEO)

Location: Kenya

Geographic Scope: Kenya, Uganda, Rwanda, Ethiopia, Tanzania

Deadline: 16th February 2026

Apply to: cfasocietyeast africa@gmail.com

Role Purpose

The Regional Financial Accountant & Administrator plays a pivotal role in supporting the financial management, statutory compliance, and administrative operations of CFA Society East Africa across Kenya, Uganda, Rwanda, Ethiopia, and Tanzania. Reporting to the CEO/Society Manager, the role ensures accurate, timely, and transparent financial reporting while providing operational and administrative coordination that underpins the Society's governance, growth, and delivery of high-quality member services and professional development programs.

This position combines hands-on financial oversight with multi-country administrative support, including direct responsibility for Kenya and coordination across the other four countries. The role ensures adherence to statutory and CFA Institute requirements, supports governance processes, and strengthens operational efficiency, enabling the Society to maintain compliance, accountability, and a positive member experience across its footprint.

Operating within a lean, multi-country structure, the Regional Financial Accountant & Administrator is expected to demonstrate strong ownership, professionalism, and collaboration with Board members, volunteers, and regional teams. The role is essential to maintaining financial integrity, operational continuity, and effective administration that supports the Society's strategic objectives across the East Africa region.

Key Responsibilities

1. Regional Financial Management & Control ((Regional)

- Oversee end-to-end financial management across Kenya, Uganda, Rwanda, Ethiopia, and Tanzania.
- Prepare, review, and monitor annual regional and country budgets; track performance and flag variances.
- Prepare monthly management accounts, cash flow statements, and variance analyses.
- Maintain accurate books of accounts and supporting documentation using XERO.
- Manage bank accounts, petty cash, reconciliations, and foreign exchange transactions.
- Ensure timely processing of supplier invoices and payments.
- Coordinate statutory filings and tax compliance across all jurisdictions (PAYE, NSSF, NHIF, WHT, corporate returns, etc.).
- Liaise with auditors to prepare annual audited financial statements.
- Monitor cost effectiveness and recommend cost-saving and efficiency initiatives.
- Recommend and administer investment of surplus funds in line with Board-approved policies.

2. Grant, Sponsorship & Fund Management (Regional)

- Oversee financial reporting and compliance for grants, sponsorships, and donor-funded activities.
- Ensure proper allocation, tracking, and utilization of restricted and unrestricted funds.
- Prepare financial reports for sponsors, partners, and CFA Institute as required.

3. Procurement & Vendor Management (Regional)

- Manage procurement processes, vendor selection, contracts, and renewals.
- Ensure value-for-money procurement while maintaining quality and compliance.
- Maintain an approved supplier register and manage vendor performance.

4. Governance, Compliance & Board Support (Regional)

- Maintain statutory, governance, and financial records across all five countries.
- Support compliance with CFA Institute requirements, constitutions, and local regulations.
- Prepare financial and management reports for Board and committee meetings.
- Support scheduling, documentation, and record-keeping for Board and committee meetings.

5. Administration, Governance & AGM Coordination (Kenya)

- Provide full administrative and operational support to the Kenya Board and committees.
- Coordinate AGM planning, statutory notices, nominations, voting processes, logistics, quorum confirmation, and post-AGM reporting.
- Prepare agendas, minutes, resolutions, and action trackers for Board, committee, and AGM meetings.
- Maintain accurate governance and statutory records.

6. Events, Webinars & Program Coordination (Kenya)

- Plan, coordinate, and execute all Kenya-based events, webinars, networking sessions, and CPD programs.
- Develop event budgets and post-event financial reports.
- Promote events through mailing lists and approved communication channels to maximize attendance.
- Coordinate venues, speakers, suppliers, registrations, RSVPs, and feedback.

7. Membership, Database & Communications (Kenya)

- Maintain accurate databases for members, candidates, stakeholders, sponsors, and partners.
- Manage member onboarding and orientation activities.
- Respond to member and stakeholder queries professionally and promptly.
- Support basic social media posting for approved Kenya activities.

8. Stakeholder, Sponsorship & Partnership Support (Kenya)

- Identify and manage relationships with regulators, employers, universities, sponsors, and partners.
- Support sponsorship proposal preparation and sponsor relationship management.
- Support Board advocacy and employer engagement initiatives.

9. Exam Operations Support – Kenya

- Disseminate CFA Institute exam communications to candidates.
- Respond to general candidate queries and support exam information sessions.

10. Regional Coordination Role (Regional)

- Provide guidance, templates, and financial oversight to in-country administrators or focal points.
- Consolidate country financial and activity reports.
- Ensure consistency in financial controls, governance standards, and reporting.

11. Other Duties

- Perform any other duties reasonably assigned in support of the Society's objectives.

Key Performance Indicators (KPIs)

1. Financial Accounting & Compliance

- Statutory Compliance: 100% of all statutory filings (tax, regulatory, and social security contributions) submitted on time and without penalties across Kenya, Uganda, Rwanda, Ethiopia, and Tanzania.
- Audit Outcomes: Annual audit completed with no material, repeat, or high-risk audit findings.

- Management Accounts: Monthly management accounts, including cash flow and variance analysis, prepared, reviewed, and submitted within 7 business days of month-end.
 - Reconciliations: Bank, petty cash, and intercompany reconciliations completed monthly with zero unresolved variances.
 - Budget Management: Actual expenses vs. budget variance maintained within $\pm 5\%$ unless formally approved by the Board.
 - Financial Controls: Implementation and monitoring of standard financial controls in all countries, with no significant control breaches reported.
2. **Administration, Governance & AGM Delivery**
 - Meeting Coordination: All Board, committee, and AGM meetings organized and executed on schedule, with complete agendas, minutes, resolutions, and action trackers.
 - Governance Records: 100% accurate, up-to-date, and fully compliant statutory and governance records maintained.
 - Board Satisfaction: Board rates financial and administrative support as “satisfactory” or higher ($\geq 90\%$ positive) in post-meeting feedback.
 3. **Events & Program Support**
 - Budget Adherence: All Kenya-based events executed within approved budgets.
 - Financial Reporting: Pre- and post-event financial reports prepared and submitted within 5 business days of the event.
 - Attendance & Engagement: Achieve $\geq 80\%$ of target attendance and positive participant feedback ($\geq 85\%$ satisfaction rating).
 - Operational Excellence: All logistics, vendors, speakers, and registrations managed without critical issues.
 4. **Membership, Stakeholder & Service Delivery**
 - Query Response: Member, candidate, and stakeholder queries responded to within 48 hours.
 - Database Accuracy: Membership, candidate, sponsor, and partner databases maintained at $\geq 98\%$ accuracy.
 - Member Satisfaction: Member service and engagement rated as “satisfactory” or higher in annual survey ($\geq 85\%$ positive feedback).
 - Onboarding: 100% of new members and candidates receive orientation and onboarding within two weeks of registration.
 5. **Grants, Sponsorship & Fund Accountability**
 - Financial Reporting: All sponsor, partner, and CFA Institute financial reports submitted accurately and on time.
 - Fund Utilization: Restricted and unrestricted funds fully tracked, allocated correctly, and utilized in line with approved plans.
 - Compliance: 100% compliance with grant, sponsorship, and donor funding requirements.
 - Monitoring: Regular fund reconciliations completed quarterly, with zero significant discrepancies.
 6. **Procurement & Vendor Management**
 - Vendor Compliance: 100% of suppliers in approved vendor register, contracts reviewed and renewed before expiry.
 - Procurement Efficiency: Competitive procurement processes executed in line with policy, with documented approvals.
 - Cost Optimization: Identify and implement ≥ 2 cost-saving initiatives per year across the region.
 7. **Regional Coordination & Support**
 - Country Guidance: Templates, processes, and guidance provided to in-country administrators before deadlines.
 - Report Consolidation: Consolidated financial and activity reports from all countries submitted monthly and accurate.
 - Process Standardization: Ensure uniform application of financial controls, governance standards, and reporting templates across all countries.
 8. **Other Duties**
 - Task Completion: Additional duties completed within agreed timelines and meet defined quality standards.

