



JOB TITLE: FINANCE AND ADMINISTRATION MANAGER

1. Introduction

The East African Business Council (EABC) is the regional apex body of Private Sector Associations and Corporates from the East African Community (EAC) Partner States. EABC advocates for a conducive business environment and promotes the interests of the private sector in regional integration and trade.

EABC is seeking to recruit a highly competent and experienced **Finance and Administration Manager** to oversee the organization's financial management and administrative functions and ensure efficient use of resources in line with EABC policies and donor requirements.

[Download Vacancy Finance and Administration Manager](#)

2. Purpose of the Position

The Finance and Administration Manager will be responsible for overseeing the financial management, budgeting, accounting, compliance, and administrative operations of the EABC Secretariat. The position ensures that financial systems are

robust, transparent, and aligned with international accounting standards, donor regulations, and organizational policies.

The Manager will support the Executive Director in ensuring sound financial planning, financial reporting, and administrative efficiency of the Secretariat.

3. Key Responsibilities and Roles

3.1 Financial Management and Planning

- Lead the preparation and implementation of annual budgets and financial plans in line with the EABC Strategic Plan.
- Monitor budget implementation and provide periodic financial analysis and forecasts.
- Ensure effective financial management systems and internal controls are maintained.

3.2 Accounting and Financial Reporting

- Oversee preparation of accurate and timely financial statements and management reports.
- Ensure proper recording of financial transactions and maintenance of accounting records.
- Review reconciliations of bank accounts, payables, receivables, and other financial accounts.
- Prepare financial reports for submission to the relevant committee and the EABC Board.

3.3 Budget Monitoring and Compliance

- Monitor project and operational budgets to ensure efficient utilization of funds.
- Ensure compliance with EABC financial policies, donor requirements, and applicable regulations.
- Provide financial advice to management and program teams.

3.4 Payment Processing and Cash Management

- Oversee the preparation and approval of payment vouchers and supporting documentation.
- Ensure timely processing of payments to vendors, staff, and partners.
- Supervise cash flow management and maintain adequate liquidity.

3.5 Audit and Risk Management

- Coordinate internal and external audits and ensure timely implementation of audit recommendations.
- Maintain strong internal control systems to safeguard organizational assets.
- Ensure compliance with statutory financial obligations and reporting requirements.

3.6 Membership and Revenue Management

- Oversee membership billing and ensure timely invoicing and collection of membership fees.
- Monitor receivables and follow up on outstanding payments.
- Support development of revenue generation and financial sustainability strategies.

3.7 Asset and Inventory Management

- Maintain and regularly update the fixed asset register.
- Ensure annual verification of assets and proper documentation of asset movements.

3.8 Administrative Management

- Oversee the administrative functions of the Secretariat including procurement, office operations, and logistics.
- Ensure effective management of office resources and administrative support services.

3.9 Team Supervision and Capacity Building

- Supervise finance and administrative staff to ensure efficiency and accountability.

- Provide guidance and capacity building to staff on financial procedures and compliance.

3.10 Financial Systems and Documentation

- Ensure proper documentation and filing of financial records and supporting documents.
- Maintain secure and organized financial data and reporting systems.

4. Qualifications and Experience

Education

- Bachelor's degree in **Finance or Accounting**, from a recognized institution.
- A **Master's degree** in Finance or Accounting, field will be an added advantage.
- Professional certification such as **CPA, ACCA, or equivalent is required.**

Experience

- Minimum **7 years of relevant professional experience** in finance and administration, with at least **3 years in a managerial or supervisory role.**
- Experience working with **regional organizations, international institutions, NGOs, or private sector organizations** is an added advantage.
- Proven experience in **financial management, budgeting, donor-funded project accounting, and audit coordination.**

Skills and Competencies

- Strong knowledge of **financial management systems and accounting standards.**
- Excellent analytical, financial planning, and budgeting skills.
- Strong leadership and team management abilities.
- High level of **integrity, accountability, and attention to detail.**
- Excellent communication and interpersonal skills.
- Proficiency in **financial management software and Microsoft Office applications.**
- Fluency in **English** is required; knowledge of **Kiswahili and/or French** will be an added advantage.

5. Application Requirements

Interested and qualified candidates who are nationals of **EAC Partner States** are invited to submit the following documents:

- A **motivation letter** expressing interest and suitability for the position;
- A **detailed and updated CV** including references – Contact details (**email and telephone**) of at least **three (3) professional referees**;
- **Certified copies** of academic and professional certificates;
- **National ID or Passport.**

All applications should be submitted **via email** to:

procurement@eabc-online.com

CC: **Director@eabc-online.com**

Deadline for submission: 19th June 2026

Only **shortlisted candidates** will be contacted.

Equal Opportunity Statement

The East African Business Council (EABC) is an **equal opportunity employer**. We encourage applications from all qualified individuals who are **nationals of the East African Community (EAC) Partner States** without discrimination based on race, gender, religion, or background.