

## Chief Financial Officer (CFO) at Samuel Hall

Samuel Hall is seeking an experienced and professional Chief Financial Officer (CFO) to join its team for a full-time position based in our Nairobi (Kenya) Office.

The CFO is a newly established role within Samuel Hall and is expected to support the general management of Samuel Hall globally. The person will be an integral part of the Senior Management Team of Samuel Hall and will be required to frequently travel to country-offices as part of their work.



### Who we are: Objectives and Ethos

Samuel Hall ([www.samuelhall.org](http://www.samuelhall.org)) is an independent think tank specialised in field research and social impact. We provide practicable insights to challenging issues in the developing world by providing academic-standard research through primary data collection in areas where researchers do not commonly go. Samuel Hall works with governments, donors, multilateral organisations and INGOs, as well public and private sector entities. We have worked with more than sixty-five organisations worldwide since 2009 through our offices in Afghanistan, Kenya and Somalia covering Asia and Africa.

We look for pro-active, creative individuals who can identify opportunities to make their mark, and identify solutions to problems. We believe in hiring people who can show their ability to be both strong leaders and reliable team members, who have skills that our team currently lacks and who join us to add value from the very start. We hire people who can expand our knowledge, and help us reach our social impact objective in their field of expertise. We work in a fast-paced, demanding and challenging environment: you will need thick skin, passion and dedication!

### Job Profile

As a key member of the Senior Management Team, the Chief Financial Officer (CFO) will report to the Directors and assume a strategic role in the overall management of the company. The CFO will have primary day-to-day responsibility for planning, implementing, managing and controlling all financial related activities of the company. This will include direct responsibility for accounting, finance, forecasting, strategic planning, budgeting, contract negotiations, partnership compliance, private and institutional financing. The CFO is responsible for directing the financial functions of the company to support its strategic growth objectives, in accordance with international and national financial management techniques and practices.

**Supervisory Responsibility:** This position is responsible for the direct supervision of all finance staff in the company's offices, and as such will require up to 30% of travel to Afghanistan, Somalia and Dubai, as well as Germany. All management roles within Samuel Hall require flexibility of working hours as well as travel being a central part of the role.

### Vacancy Requirements

Applicants will need to possess and demonstrate the following qualifications:

- BS in Accounting or Finance, MBA highly desirable
- 10+ years in responsible financial leadership roles
- Proficiency in Xero
- Proficiency in Excel
- Strong English reporting skills

And the following core competencies and transferable skills:

- Financial Management
- Leadership
- Strategic thinking and financial forecasting

- Accounting capacity
- Business Acumen
- Communication Proficiency and strong interpersonal skills
- Ethical conduct
- Performance Management
- Personal Credibility/effectiveness
- Problem Solving/Analysis

## Essential Functions

### Strategic financial oversight

1. Plan, develop, organize, and direct the company's financial functions and performance
2. Participate in the development of the company's short and long-term financial objectives
3. Direct and oversee all aspects of the Finance and Accounting functions of the company
4. Be an advisor on any contracts into which the company may enter

### Analysis, forecasting and reporting

1. Provide timely and accurate analysis of budgets, financial reports and financial trends in order to assist the Directors and the Senior Management Team in performing their responsibilities
2. Establish credibility throughout the company and with the Board as an effective developer of solutions to business challenges
3. Develop a reliable cash flow projection process and reporting mechanism that includes minimum cash threshold to meet operating needs, and modelling to improve cash flow planning
4. Provide insights on strategic growth plans to drive business development in line with wider company objectives.

### Global financial management

1. Provide leadership and direction to the finance teams across Samuel Hall's global offices
2. Provide technical financial advice and knowledge to others within the financial team
3. Evaluate the finance division structure and team; plan for improvement and professional growth
4. Enhance and implement policies and procedures of the company to improve the overall financial effectiveness of the operations (from budgeting processes to bank operations)

## Summary of Job Description

<b>Employer</b>	Samuel Hall
<b>Location</b>	Nairobi, Kenya
<b>Position</b>	Chief Financial Officer
<b>Contract Duration</b>	2 years with a 3-month probation period (renewable)
<b>Nationality</b>	Kenyan
<b>Salary</b>	Commensurate on experience
<b>Vacancy Announcement</b>	16 June 2017
<b>Vacancy Closure</b>	15 July 2017. Interviews will be conducted on a rolling basis.
<b>Preferred Background</b>	Business, Finance, Management or Economics
<b>Minimum Qualifications</b>	Master's degree or equivalent
<b>Requested documents</b>	Each application should be send to <a href="mailto:careers@samuelhall.org">careers@samuelhall.org</a> entailing the following: <ul style="list-style-type: none"> <li>• Subject Line: <i>Full name of Applicant</i> – Application CFO</li> <li>• Up-to-date <b>CV</b>,</li> <li>• Cover Letter (not more than 2 pages) outlining the qualifications and providing details on <b>all mentioned vacancy requirements</b></li> <li>• Copies of all diplomas and certifications</li> <li>• Support letters from <b>three</b> references</li> </ul>
<b>Submission Guidelines</b>	Only complete applications will be considered, and applications with generic cover letters will not be short-listed. Samuel Hall is an equal employer and encourages everyone to apply. Only short-listed candidates will be contacted.