

# Islamic Relief Worldwide

## Regional Finance Controller - Africa (West and East)

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| <b>BASE LOCATION:</b> Nairobi, Kenya                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b>REPORTING TO:</b> Global Finance Operations Lead (based in the UK)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b>LINE MANAGEMENT RESPONSIBILITIES:</b> Yes                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <p><b>PURPOSE OF DIVISION:</b> The Finance and Corporate Services Division is a strategic enabler of organisational performance, accountability and sustainability, delivering integrated services across Finance, Treasury, ERP and Digital Transformation, ICT, Supply Chain and Facilities.</p> <p>As part of the finance restructure, the Division is evolving towards a globally aligned, high-performing operating model that strengthens:</p> <ul style="list-style-type: none"> <li>• Financial governance and internal control</li> <li>• Independent oversight and assurance</li> <li>• Data-driven decision-making</li> <li>• Service quality and responsiveness</li> </ul> <p>A key priority is to build sustainable finance capability within country offices, supported by:</p> <ul style="list-style-type: none"> <li>• Clear standards and consistent controls</li> <li>• Practical tools and systems</li> <li>• Timely assurance and technical guidance</li> </ul> <p>The Division plays a critical role in ensuring finance is not only compliant but also actively contributes to programme quality, donor confidence, and organisational resilience.</p> |
| <p><b>JOB PURPOSE:</b> The Regional Financial Controller (RFC) ensures robust financial governance, assurance, compliance, and capacity building across their assigned region.</p> <p>The RFC plays a key leadership role, overseeing regional financial performance, embedding best practice financial controls, supporting statutory and donor compliance, managing risk, and contributing to financial sustainability strategies.</p> <p>This role is designed for a forward-thinking, high-impact, results-focused individual who will drive the transition from transactional finance towards strategic financial stewardship, robust governance, and proactive risk management across the region.</p> <p>The RFC will act as the regional authority for financial control, oversight and assurance, embedding consistent global standards while strengthening local capability and ownership.</p>                                                                                                                                                                                                                                                                      |

The RFC will work closely with country offices and local implementing partners, providing financial oversight, mentoring, capacity building, and technical support to enable high standards of financial management across all entities within their region.

This includes managing regional finance staff who are expected to possess the same language skills as the RFC to operate effectively in context.

The role requires a forward-thinking mindset, a strong understanding of regional business environments, excellent language skills relevant to the region, and the ability to build financial competency and ensure effective collaboration with operational teams.

The RFC is pivotal in enabling country offices and partners to achieve financial excellence and sustainability while navigating the unique geopolitical, regulatory, and operational contexts of their respective regions. Through hands-on, on-site engagement with country offices and partners, the role will deliver a step-change in financial discipline, transparency, and performance, ensuring that finance is fully aligned with programme delivery, donor confidence, and long-term organisational sustainability.

## **KEY WORKING RELATIONSHIPS**

### **Internal:**

- Global Finance Operations Lead (line manager)
- Group Financial Controller
- Director of Finance and Corporate Services
- Director of IPD
- Country Office Finance Managers and Country Directors (assigned region)

- Internal Audit, Risk, and Compliance teams
- Treasury, Supply Chain, ICT, HR teams

**External:**

- Local statutory authorities and regulatory bodies
- Donor representatives and auditors
- Local implementation partners and sub-grantees
- Banking and financial service providers
- External consultants and service providers as required

**SCOPE AND AUTHORITY****Geographical Scope:**

Responsible for financial oversight and support across all country offices and partners within the assigned region.

**Decision-Making Authority:**

Authority to advise on and implement financial management improvements, controls, and compliance systems across the region, aligned with global policies and in consultation with the Global Finance Operations Lead.

**Resource Management:**

Responsible for overseeing the financial health of regional entities, budgets, forecasts, and reporting.

**Capacity Building:**

Responsible for the financial capability development of country office teams and regional partners, tailored to regional needs and contexts.

**Risk and Compliance:**

Regional lead for financial risk management, compliance, and fraud prevention, with authority to escalate issues and recommend corrective action.

**Representation:**

Represents IRW in regional financial matters with donors, regulators, partners, and auditors, as delegated.

**Key Objectives:**

1. Visible and hands-on support for the country offices
  - The RFC provides visible, hands-on leadership to elevate financial performance, governance, and control maturity across assigned country offices and partners.
  - This role goes beyond oversight — it is about driving behavioural and structural transformation in how finance operates.

The RFC will:

- Embed robust internal control frameworks and clear accountability structures
  - Strengthen financial planning, analysis, and decision support
  - Lead proactive risk and fraud management approaches
  - Build confident, capable, and accountable finance teams
  - The role requires combining strategic thinking with operational delivery, working across diverse and complex environments to deliver sustainable, measurable improvements.
2. **Financial Competency:**  
Drive a step-change in financial capability by strengthening month-end discipline, reporting accuracy, forecasting reliability, and financial analysis, enabling timely, insight-driven decisions at the country and regional level,
  3. **Internal Controls:**  
Design, embed and continuously improve robust, risk-based internal control frameworks that strengthen accountability, reduce exposure, and support consistent governance across diverse operating environments.
  4. **Compliance:**  
Oversee adherence to statutory, regulatory, and donor requirements, ensuring all financial activities meet internal and external standards.
  5. **Fraud Risk Management:**  
Champion a proactive, zero-tolerance culture towards fraud and financial misconduct, embedding prevention, early detection, escalation protocols, and continuous control improvement across the region.
  6. **Supply Chain Finance Support:**  
Support effective procurement and supplier management, ensuring value for money and compliance.
  7. **Provide Practical Support**  
Deliver ongoing support, training, and resources to country offices and local partners.
  8. **Financial Sustainability:**

Lead the development and implementation of strategies for long-term financial viability, including effective budgeting, forecasting and resource allocation.

**9. Capacity Building:**

Build high-performing, confident, and accountable finance teams by delivering structured coaching, mentoring, and development interventions that enable country offices to own financial controls and performance fully.

## **KEY ACCOUNTABILITIES**

The job holder is accountable for fulfilling his or her roles and responsibilities in line with Islamic values and principles of fairness, humanity, honesty, respect and fair treatment of his/her colleagues and staff.

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| <b>1. Assessment and Diagnosis</b><br>Conduct comprehensive financial practices, internal controls, compliance, and operational efficiency assessments across country offices and local partners, utilising RAG (Red-Amber-Green) ratings and audit findings. |
| <b>2. Capacity Building</b><br>Deliver practical, high-impact learning and development programmes, combining coaching, mentoring and real-time problem-solving to accelerate capability and embed lasting behavioural change.                                 |
| <b>3. Ongoing Monitoring &amp; Evaluation</b><br>Establish continuous assurance and feedback mechanisms to ensure that improvement actions are implemented, sustained, and translated into measurable gains in control and performance.                       |
| <b>4. Resource Allocation</b><br>Develop and disseminate tools, guidelines, and best practices to strengthen regional finance teams and partners.                                                                                                             |
| <b>5. Collaboration and Communication</b><br>Foster strong collaboration among regional finance teams, country offices, and local partners by establishing clear communication channels for ongoing support and knowledge sharing.                            |
| <b>6. Strategic Support</b><br>Advise on financial planning, risk management, and sustainability strategies, taking into account the unique challenges and opportunities in West Africa.                                                                      |

## **7. Reporting**

Produce clear, insight-driven, and audit-ready reporting, translating complex financial data into actionable intelligence for senior leadership, strengthening oversight and decision-making.

Prepare and present consolidated regional financial performance reports, including examples such as regional management accounts, variance analysis reports, regional cash flow summaries, grant financial performance summaries, financial risk registers, and key financial KPIs, ensuring key insights and compliance oversight are provided to the Regional Operations Lead, Global Finance Operations Lead, and other senior stakeholders

## **8. Travel**

The Financial Controller is expected to spend at least 50% of their time providing support in countries.

## **PERSON SPECIFICATION**

### **Mindset**

- Proactive and solutions-driven – identifying issues early and taking ownership
- Forward-thinking and improvement-focused – constantly seeking better ways of working
- Strategic yet hands-on – able to operate from the field to the leader level
- Resilient and adaptable – comfortable in complex, evolving environments
- Courageous and accountable – willing to challenge and uphold standards

### **Technical Competencies:**

- Strong analytical skills with the ability to interpret complex financial data and provide strategic insights.
- Expertise in financial modelling for forecasting, budgeting, scenario planning,
- Proven ability to produce accurate, timely financial reports in line with donor requirements, statutory frameworks, and international accounting standards.
- Comprehensive understanding of statutory regulations and compliance requirements relevant to the NGO and humanitarian sectors.

- Ability to identify, assess, and mitigate financial risks, including those unique to the geopolitical and operational contexts of the assigned region.

#### People Competencies:

- Proven senior leadership experience in motivating, managing, and developing finance teams.
- Excellent communication skills, with the ability to present financial concepts to non-financial audiences.
- Experience in designing and delivering financial and compliance training programmes.
- Strong relationship-building skills and the ability to work effectively with diverse teams, partners, and stakeholders.

#### Personal Attributes:

- Commitment to the vision, mission, and values of Islamic Relief Worldwide, with a strong understanding of Islamic values.
- Professional accounting qualification (ACCA, CIMA, ICAEW, ICMA, or equivalent).
- Significant experience in senior-level financial management, ideally within the humanitarian or development sector.
- Demonstrated ability to present complex financial matters to senior non-finance leaders.
- Strategic thinker with strong risk management capabilities.
- Proven ability to ensure compliance with donor and statutory requirements.
- High level of computer literacy and adaptability to new systems.
- Collaborative, solutions-focused, and culturally sensitive.

#### Language Requirements

- **Africa RFC:** Fluent in French and English essential
- English – Fluent in speaking and writing

#### DESIRABLE:

- Experience with donor reporting and financial management in international NGOs.
- Knowledge of regional languages (e.g. French for Francophone West Africa,)
- Experience working in fragile, conflict-affected, or complex environments.
- Strong understanding of geopolitical, regulatory, and socio-economic contexts in the assigned region.