Job Description: Regional Finance Manager – West Africa

Position Title: Regional Finance Manager – West Africa

Reports to: Regional Operations Director – West Africa

Supervision: Country Finance Officers/Managers, Regional Finance Team

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About Rikolto

Rikolto is an international NGO working in more than 18 countries worldwide to build sustainable, fair, and resilient food systems. In West Africa, we partner with farmers' organizations, private sector actors, government agencies, and research institutions to create inclusive business models that improve farmers' livelihood, ensure food safety, and enhance sustainability.

Position Purpose

The Regional Finance Manager will provide strategic financial leadership and oversight of Rikolto's programs and partnerships across West Africa. This role ensures that resources are used effectively and transparently to drive impact in strengthening food systems, supporting smallholder farmers, and scaling innovative partnerships. The position will play a critical role in aligning financial management with Rikolto's vision of making sustainable income for farmers and nutritious and affordable food for everyone.

Key Responsibilities

1. Strategic Financial Leadership

- Lead the development and implementation of financial strategies that support Rikolto West Africa's mission on sustainable food systems and inclusive markets.
- Advise the Regional Management Team on financial risks and opportunities linked to multi-stakeholder partnerships and food system innovations.
- Ensure financial planning supports long-term sustainability and resource mobilization efforts.

2. Financial Management & Oversight

- Consolidate financial data from West Africa country offices (Ghana, Burkina Faso, Senegal, Cote d'Ivoire, Benin and Mali) into regional reports for decision-making.
- Monitor financial performance across food system projects, ensuring cost-efficiency and alignment with program outcomes.
- Strengthen internal control systems and ensure compliance with Rikolto's global finance standards and country-level regulations.

3. Accounting and Oversight

- Conversant with the applications of SYCEBNL and IFRS standards.
- Develop, establish and maintain efficient internal controls for effective running of the country offices.
- Supervises the preparation of financial statements (trial balance, income statement, statement of financial position, cash flow, etc.) for each country.

- Prepares the Reporting Pack for each country for submission to global support team (GST-Finance) in each financial year.
- Leads the regions' accounting processes for the financial year end closing procedures with global support team (GST-Finance) each year

4. Budgeting and Budgetary Controls

- Leads the regions' budgeting processes for all the country offices.
- Liaises with global support team (GST-Finance) desk for all DGD budget related matters for the region
- Uses data analysis tools for budgetary controls in each country for all donor budgets
- Submits quarterly budgetary control reports to all program directors / managers in each country in the region

5. Donor Compliance & Grant Management

- Co-ordinate the process of submitting reports to the funding bodies in strict compliance with deadlines, without exception.
- Check that the quality of the accounting records kept in each country of the region complies with the requirements of the donors.
- Ensuring that the supporting documents for expenditure submitted to donors are without errors, by working closely with the finance officers in each country in the region.
- Oversee preparation and submission of high-quality donor budgets, reports, and audits.
- Support program managers in financial forecasting and managing multi-donor, multi-country projects.

6. Partnership & Capacity Strengthening

- Provide technical support to finance staff in country offices and build their capacity in financial management, grant compliance, and financial analysis.
- Strengthen financial literacy among partner farmer organizations, cooperatives, and SMEs to ensure accountability within inclusive business models.
- Promote transparent and collaborative financial practices in multi-stakeholder partnerships.

7. Coordination & Representation

- Act as the main finance liaison between Rikolto West Africa, Global finance team, and donor agencies.
- Participate in regional and global finance meetings, sharing lessons learned from Rikolto's work on food systems.
- Contribute to strategic discussions on program financing, partnerships, and investments in sustainable food systems.

Key Deliverables

- Timely and accurate consolidation of regional budgets and reports.
- Regional financial performance dashboard aligned with program outcomes.

- Annual internal control and risk assessment report for West Africa.
- Strengthening financial capacity of country teams and partner organizations.

Qualifications & Experience

- Master's degree in accounting, Finance, Business Administration, or related field.
- Professional accounting qualification and membership (CA, CPA, ACCA, CIMA, or its equivalent) is strongly preferred.
- A minimum of 5-8 years of progressive experience in financial management, with at least 5 years in senior management roles within INGOs or development organizations.
- Proven experience managing multi-country, donor-funded programs in agriculture, food systems, or rural development.
- Knowledge of donor compliance requirements (DGD, Enabel, CISU, EU, etc.).
- Demonstrated experience in building financial capacity of partners (farmer organizations, cooperatives, SMEs).
- **Fluency in French is highly required; working knowledge of English is also desirable.**

Skills & Competencies

- Must be proficient in advance excel apps / data analysis tools such as (power query, BvA, power BI, Power Automate, etc.)
- Strong analytical and problem-solving skills, with ability to connect financial data to food system program outcomes.
- Excellent interpersonal, communication, and negotiation skills in multi-stakeholder contexts.
- Ability to lead, mentor, and inspire multi-country finance teams.
- High integrity and commitment to accountability, transparency, and Rikolto's values.
- Willingness to travel within West Africa.

- **Contract Type:** Fixed Term Contract (initial 2 years with possibilities of extension based on performance and availability of funds)
- **Location:** Abidjan, Cote d'Ivoire (responsible for country offices in Ghana, Burkina Faso, Senegal, Benin and Mali)
- **Expected start date**: **December 1, 2025.**

Documents to be submitted:

- An updated CV (maximum 5 pages) including three professional references from individuals affiliated with organizations that have previously employed the candidate.
- A cover letter (maximum one page) including minimum net salary expectations.

Applications must be sent electronically to the following address: info.westafrica@rikolto.org no later than **October 28, 2025, at 5:00 p.m. GMT.**

We strongly encourage **female candidates** to apply.

We strongly recommend **Ivorian** nationals to apply
Only **shortlisted candidates** will be contacted.

For more information about Rikolto worldwide, please visit our website: http://www.rikolto.org.