	Title of Position	Finance and Administration Manager	**Position No.**	FAM0002/2025
	Location	Lusaka, Zambia (with flexibility for hybrid arrangements)	**Application Closing Date**	5th December, 2025
	Start Date	To be communicated	**Contract Type**	Full-time, renewable annually based on performance and funding

ABOUT ANAPRI

The African Network of Agricultural Policy Research Institutes (ANAPRI) is a pan-African, non-profit consortium of 16 national policy think tanks working to advance evidence-based policymaking across Africa's food systems. Headquartered in Lusaka, Zambia, ANAPRI plays a leading role in policy-oriented research, capacity building, and stakeholder engagement, and collaborates closely with continental bodies, governments, donors, and the private sector.

As the Secretariat scales up its operations and implements major multi-country initiatives it is seeking a dynamic and experienced Finance and Administration Manager to strengthen operational sustainability and ensure robust financial governance.

KEY RESPONSIBILITIES

Financial Management

- Develop and manage annual and project-specific budgets, ensuring alignment with funding organisation requirements and institutional priorities.
- Oversee financial reporting, including timely submission of financial reports and statutory obligations.
- Establish and maintain internal control systems for procurement, invoicing, expense tracking, and audit readiness.
- Coordinate external audits and ensure compliance with funding organisation and statutory regulations.

Grants and Contracts Management

- Support the costing of proposals, including accurate budgeting of staff level of effort, indirect costs, and institutional overheads.
- Monitor sub-awards and partner contracts to ensure accountability and timely reporting.
- Track project burn rates and provide monthly financial performance reports to the Executive Director and Board.

Administration and Operations

- Manage human resources systems, including contracts, payroll, and performance tracking.
- Oversee procurement processes, vendor management, and logistics support.
- Ensure the Secretariat office is fully functional, compliant, and conducive to a professional working environment.
- Lead organizational compliance with national registration, tax exemption, and legal filings.

Board and Governance Support

- Prepare financial updates for Board meetings and support the Finance and Audit Committee.
- Contribute to institutional policies related to finance, HR, and risk management.
- Support relationship-building and engagement with relevant stakeholders.

REQUIRED QUALIFICATIONS AND EXPERIENCE

- Bachelor's degree in Accounting, Finance, Business Administration, or related field (Master's or CPA/ACCA qualification preferred).
- Minimum of 7 years of progressive experience in financial management, including 3 years in a leadership role—preferably within international NGOs, think tanks, or donor-funded projects.
- Strong understanding of donor compliance.
- Proven experience in preparing institutional budgets with LoE and indirect cost recovery components.
- Knowledge of accounting software (e.g., QuickBooks, Sage, Navison) and advanced Excel skills.
- Demonstrated ability to lead small teams and build administrative systems from the ground up.

DESIRABLE ATTRIBUTES

- Experience working in a regional or pan-African organization.
- Ability to operate effectively in a multicultural, dynamic, and mission-driven environment.
- Excellent organizational, communication, and problem-solving skills.
- Proactive, hands-on, and committed to continuous improvement.

WHAT WE OFFER

- Competitive remuneration commensurate with experience.
- Opportunity to contribute to the transformation of African food systems.
- A collaborative and values-driven organizational culture.

APPLICATION PROCESS

Interested candidates should send a cover letter, detailed CV, and names of three referees to ***info@anapri.net*** with the subject line: **"Application – Finance and Administration Manager"**

Deadline: December 5, 2025

Only shortlisted candidates will be contacted.