



ONE MARA CARBON PROJECT FINANCE & ADMIN MANAGER RECRUITMENT

An opportunity to manage finance and operations for a unique carbon project in the Mara.

Role	Finance & Admin Manager	Location	Aitong', Narok, Kenya
Reports to	CEO	Responsible for	Operations Staff
Status	Full-time		

ABOUT THE ONE MARA CARBON PROJECT (OMCP)

One Mara Carbon Project (OMCP) is an ecosystem-level conservation initiative in the Maasai Mara that works to protect biodiversity, restore degraded lands, and deliver climate, economic, and social benefits to local communities through access to carbon markets.

Located north and northeast of the Maasai Mara National Reserve, OMCP operates in a savannah landscape that supports iconic African wildlife and the traditional Maasai herding culture. The project focuses on reducing emissions and restoring rangelands while improving livestock productivity through sustainable grazing management. It also aims to conserve biodiversity, expand alternative livelihoods, strengthen conservancy resilience, and support a thriving tourism sector.

OMCP is supported by Conservation International (CI), the Maasai Mara Wildlife Conservancies Association (MMWCA), and Ahueni.

POSITION OVERVIEW

The Finance & Admin Manager will oversee OMCP's financial operations, administrative systems, and compliance processes to ensure strong governance and effective program delivery. This role is responsible for leading financial planning and reporting, managing organizational budgets, and maintaining robust internal controls that uphold transparency and accountability across the project.

Working closely with the CEO, Operations Staff, Carbon Technical Manager, and partner organizations, the Finance and Administrative Manager will support resource allocation, coordinate audits, manage procurement and office operations, and ensure adherence to regulatory, tax, and donor requirements. The role will also provide financial guidance to program teams, strengthen operational systems, and contribute to the overall efficiency and integrity of OMCP's work in the Greater Mara Ecosystem.

JOB RESPONSIBILITIES

Financial Management & Reporting

- Lead financial planning, budgeting, and forecasting processes for OMCP operations
- Develop and implement financial policies, procedures, and internal controls to ensure the integrity of OMCP's financial systems
- Monitor cash flow and ensure timely disbursement of funds for program activities
- Prepare accurate, timely financial reports for internal and external stakeholders, including the Board, management, and regulatory authorities
- Manage accounts payable and receivable, and oversee payroll processes
- Conduct monthly financial reconciliations, ensuring the accuracy of all accounts
- Ensure compliance with local tax regulations, financial laws, and project requirements
- Coordinate audits and provide relevant financial documentation

Budget & Resource Allocation

- Develop, manage, and monitor the annual budget in alignment with organizational priorities and objectives
- Provide financial analysis and advice to support resource allocation and cost-effective decision-making
- Track and analyze budget variances, and recommend corrective actions when needed

Administration & Operations Management

- Oversee general office management, ensuring that the office environment supports the efficiency of day-to-day operations
- Manage procurement processes, ensuring value for money and compliance with internal and external requirements
- Ensure proper asset management, including inventory control and maintenance of office equipment
- Supervise logistics, including travel arrangements, transportation, and event management
- Develop and maintain relationships with local vendors and service providers to ensure high-quality service

Human Resources & People Management

- Support staff contracts, benefits, administration, and compliance with Kenya's labor laws
- Be the focal point for the Labor Inspectorate and other regulatory bodies

Compliance & Risk Management

- Ensure compliance with local laws, OMCP regulations, and organizational policies related to finance and administration

- Identify and mitigate financial and operational risks through effective policies, controls, and risk management strategies
- Ensure that financial records and reports are maintained and submitted according to legal and donor standards

Program Implementation Support

- Collaborate with program teams to ensure financial resources are available for program activities on time
- Provide support in financial planning and management for projects, including budget tracking, financial reporting, and expense monitoring
- Support grant management by ensuring timely financial reporting to OMCP management

KEY SKILLS & EXPERIENCE

Key Skills

- Excellent verbal and written communication in both English and Swahili.
- Ability to communicate financial concepts to non-financial stakeholders.
- Expertise in budgeting and forecasting.
- Sound understanding of financial regulations and reporting requirements, ensuring compliance with funding agreements.
- Knowledge of local tax regulations and compliance requirements.
- Ability to prepare accurate and timely financial reports for management and stakeholders.
- Skills in identifying, assessing, and mitigating financial risks, including fraud prevention and internal control systems.
- Strong knowledge of accounting principles, standards, and practices, including familiarity with accounting software (QuickBooks) and tools.
- Experience coordinating and supporting internal and external audits, ensuring accurate documentation and compliance.
- Expertise in cost management, resource allocation, and finding efficiencies to maximize the impact of funds.
- Experience in developing and implementing financial policies and procedures to ensure accountability and transparency.
- Ability to align financial management with the organization's mission and long-term goals.
- Proven ability to oversee office operations, procurement, and logistics management.
- Strong asset management and vendor relationship skills.
- Knowledge of Kenyan labor laws and payroll management.
- Proven experience in managing, mentoring, and leading cross-functional teams.

Key Experience

- Proven experience in managing financial operations, including the preparation of financial statements, managing project accounts, and overseeing financial controls within an organizational context.
- Significant experience managing finances for funded programs, ensuring compliance with OMCP regulations, and reporting requirements.
- Demonstrated expertise in developing, managing, and monitoring budgets and financial forecasts, ensuring alignment with program workplans and objectives.

- Experience in coordinating and supporting internal and external audits, ensuring accurate documentation and compliance with both organizational and donor requirements.
- Experience in identifying, assessing, and mitigating financial risks, including implementing fraud prevention measures and maintaining robust internal control systems.
- Familiarity with accounting systems and tools, such as QuickBooks, with the ability to manage financial records and reconcile accounts efficiently.
- Fluency in English (essential) and Swahili (highly desired) to effectively manage communications with various stakeholders across the landscape.
- Experience in developing and implementing financial policies and procedures to ensure accountability, transparency, and adherence to organizational and partner standards.
- Experience working with cross-functional teams, including program managers and technical leads, to ensure integrated financial management across all aspects of the program.

QUALIFICATIONS

Required

- Bachelor's degree in Finance, Accounting, Business Administration, or a related field
- A professional accounting certification (CPA, ACCA, or a globally recognized equivalent) is preferred

ATTRIBUTES

Personal attributes

We recruit talented, dynamic people with diverse backgrounds and experiences, who are focused on delivering sustainable impact in the Mara landscape where we work. We're proud to be an equal opportunities employer and are committed to creating a fully inclusive workplace, where everyone feels able to participate and contribute meaningfully. You must be open-minded, enthusiastic, solutions-oriented, and committed to promoting equality across the organization and with those that we work with.

For this role, we're looking for an individual who is:

- A collaborative team player, providing clear financial guidance and support to diverse stakeholders.
- Highly organized and detail-oriented, with the ability to prioritize and manage complex workloads.
- Proactive in identifying innovative financial solutions to enhance program efficiency and effectiveness.
- Enthusiastic about upholding financial integrity and improving financial processes within the program.

WORKING CONDITIONS

- Full-time (40 hours/week), based in the Mara landscape, Narok County, Kenya

WHAT WE OFFER

- Competitive salary based on experience
- Field-based role with regular interaction with communities and conservancies
- Opportunity to contribute to a pioneering carbon project with global visibility
- Supportive and collaborative work environment

HOW TO APPLY

Please submit your **CV, cover letter, and three references** detailing your qualifications and experience to hr@onemara carbon.org with the subject line: "Application – Finance & Admin Manager, OMCP" on or before **December 8th 2025, at 11:49 pm EAT**.