Global Whole Being Fund

Global Whole Being Fund (GWBF)

Finance and Operations Officer

November 2026

In partnership with:

mission talent



Overview

The Global Whole Being Fund (GWBF) is launching a two-year initiative, *Resourcing Local Climate Leadership*, in partnership with the IKEA Foundation. It will support up to 30 community-led organizations in Ethiopia, Kenya and Uganda working on clean energy, land, food and forest systems, through grantmaking, organizational development and peer learning.

The Nairobi-based Finance and Operations Officer will manage financial records, partner reports, grant payments, audits and event logistics. This role suits someone detail-oriented who enjoys numbers and systems.



Details

Location:	Nairobi, Kenya
Closing date:	4 December 2026
Starting date:	March 2027
Type of contract:	Full-time, fixed-term appointment until 31 December 2028, employed through an Employer of Record (EOR) in Kenya.
Salary:	Up to USD 45,000 gross annually, plus benefits
Geographic focus:	Ethiopia, Kenya, and Uganda
Reference:	GWBF-FOO
Client website:	https://interim.gwbf.org/

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About The Global Whole Being Fund (GWBF)

GWBF is a philanthropic organization that resources and strengthens locally led organizations working with communities affected by displacement, conflict, climate change and humanitarian crises. Since 2015, GWBF has committed more than $32 million to over 500 local organizations across 65 countries.

Its approach combines grantmaking, tailored organizational development and sustained engagement with local leaders. GWBF invests in organizations that respond to the priorities of their communities, strengthening their institutions and expanding their capacity to lead, adapt, and sustain their work over time.



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About the Role

GWBF is seeking a Finance and Operations Officer to support the *Resourcing Local Climate Leadership* initiative. This regional initiative combines multi-year grantmaking, organizational development, peer learning, and evidence-building to strengthen community-led action across clean energy, land, food and forest systems.

The role will support the financial administration, grantmaking processes, and day-to-day operations of the initiative. Reporting to the Regional Program Lead and working with GWBF's global finance and operations team, the Officer will help ensure that financial transactions, grant documentation, and operational activities are managed accurately and in accordance with established procedures.

Purpose of the Role

The role is responsible for maintaining effective financial and administrative systems that support the timely and accountable delivery of the initiative. This includes financial tracking, grant administration, compliance documentation, and logistical coordination across the three countries of focus.

Duties and Responsibilities

Finance and grant administration

- Maintain accurate records of project expenditures, financial commitments, and grant disbursement schedules in coordination with GWBF's finance team.
- Review partner financial reports, invoices, and supporting documentation for accuracy and completeness.
- Prepare and maintain budget tracking reports, expenditure summaries, and financial information required for donor reporting.
- Support grant payment preparation, banking documentation, and payment tracking in line with established financial controls.
- Identify discrepancies or missing documentation and coordinate timely follow-up with relevant colleagues and partners.

Grantmaking and compliance support

- Coordinate administrative requirements for grant applications, due diligence, grant agreements, and partner onboarding.
- Maintain complete grant files and ensure documentation is accurately recorded in GWBF's grant management systems.
- Track grant milestones, reporting deadlines, payment schedules, and outstanding partner requirements.
- Support compliance with GWBF's financial, procurement, safeguarding, and grantmaking procedures.
- Prepare documentation for financial reviews, donor requirements, and internal or external audits.

Operations and program coordination

- Provide administrative and logistical support for regional meetings, partner visits, workshops, and other program activities.
- Coordinate travel arrangements, meeting schedules, vendor documentation, and procurement requests.
- Maintain project records, contact lists, calendars, and operational tracking systems.
- Work with the Regional Program Lead and the MEL and Program Officer to keep operational activities aligned with project plans and timelines.
- Identify opportunities to improve administrative workflows, documentation, and internal coordination.

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Skills and Experience

- At least three years of relevant experience in finance, administration, grant operations, or project support, preferably within a nonprofit, philanthropic foundation, or international development organization.
- Experience maintaining financial records, tracking budgets and expenditures, processing invoices, or supporting grant administration.
- Strong proficiency in Microsoft Excel or Google Sheets, particularly for financial tracking and data organization.
- Excellent attention to detail, accuracy, and organizational skills, with the ability to manage multiple priorities and deadlines.
- Strong written and spoken English, with the ability to communicate effectively with colleagues and external partners.
- A degree in finance, accounting, business administration, or a related field, or equivalent relevant experience.
- Familiarity with accounting software, grant management systems, or nonprofit financial reporting is an advantage.
- Experience working with community-based organizations, locally led organizations, or international grant programs is desirable.
- Demonstrated integrity, accountability, initiative, and sound judgment, with the ability to work independently and collaboratively.
- Lived experience of displacement is desirable. Disclosure is entirely voluntary.

Additional Information

The role may involve occasional travel within the region. Applicants must have the right to work in Kenya or be able to obtain the necessary authorization before the anticipated start date. Any employment offer will be conditional upon meeting this requirement.



How to Apply

Piqued your interest?

To apply for this role, please prepare your CV (in English) and a motivation letter (one page) that summarizes how your profile aligns with the key requirements, skills and abilities of this role. Both files should be submitted in .doc(x) or .rtf format via this form: **https://mis.tl/cv.**

If you require reasonable accommodation in completing this application, interviewing, completing any pre-employment testing, or otherwise participating in the employee selection process, please contact **Mission Talent.**

After submitting your application, you will receive an automated confirmation. If you do not receive this or have general questions about submitting your application, please write to **Mission Talent.**

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Mission Talent is a women-led, multicultural executive search firm with nearly 20 years of experience serving impact-driven organizations. Rooted in lived experience across the Global South, we bring sector expertise and a values-based approach to leadership recruitment and assessment. Our work is grounded in both global insight and local knowledge, with a commitment to lasting, transformative impact.

Contact us: **wewontbite@missiontalent.com**

