

URUS Group LP  
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Madison, WI 53718 USA

[www.urus.org](http://www.urus.org)  
[info@urus.org](mailto:info@urus.org)



## Position Description: Finance and Administration officer

### ABOUT THE COMPANY

GENEX, a subsidiary of URUS company, is a US based cooperative dedicated to providing our member-owners and customers – dairy and beef cattle producers around the globe – with advanced genetic and reproductive solutions. Our team takes pride in delivering value in every interaction, whether through supplying world-class cattle genetics, expert artificial insemination service, professional herd consulting, quality herd care products or state-of-the-art technologies.

With over 80 years of cooperative history, GENEX has deep roots in the industry through its origin within the URUS family of companies. URUS is a holding company with cooperative and private ownership and is positioned at the heart of the dairy and beef industry. Its family of companies include Alta Genetics, GENEX, Jetstream, PEAK, SCCL, AgSource, Trans Ova Genetics, VAS and Leachman Cattle of Colorado, with each having its own unique identity, products, and services. URUS Group has 26 operating companies in 15 countries and employs approximately 2,400 people.

Since the 1990s, the URUS Global Development department has applied knowledge, expertise, and technology to addressing livestock challenges in emerging economies while developing markets for our products and services. Through Global Development, URUS and GENEX are working in partnership with the U.S. Agency for International Development (USAID), the Bill and Melinda Gates Foundation, other funding organizations and partners to support farmers and cooperatives in emerging countries in their quest to become profitable and sustainable. Since 2010, GENEX through the Global Development department has been implementing the Cooperative Development Program (CDP), funded by USAID. Our current CDP works in Nigeria, Kenya, and Uganda to build the technical, organizational, and business capacities of cattle producer cooperatives; improve access to climate-smart products and services that cooperative members need to increase productivity and profitability; and contribute to the evidence base on the role of cooperatives as catalysts for systemic change, all resulting in stronger cooperatives, improved livestock systems, reduced methane emissions, and shared learning opportunities.

### ABOUT THE ROLE

The Finance and Administration Manager is responsible for the effective and efficient management of finance, grants, accounting, HR and administrative functions for the CDP project. This involves providing oversight to multiple finance and administration related transactions for CDP implementation in Kenya, Uganda and Nigeria. This position will oversee the financial reporting, closely monitor the CDP accounting and will closely liaise with the HQ-based grants management and finance teams, to ensure program compliance with URUS and USG rules and regulations. The position will be based in Nairobi, Kenya.

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URUS East Africa  
47 Rhapta Road, Nairobi  
Kenya

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## MAJOR AREAS OF ACCOUNTABILITY

### Primary Responsibilities:

- Oversee all administrative, logistical, and financial management for CDP grant and coordinate shared finance and administrative resourcing needs across CDP implementation in Kenya, Uganda and Nigeria
- Ensure all accounting transactions for the project are properly supported, documented, recorded and filed timely and accurately.
- Regularly liaise with URUS accounting team in the Netherlands and GENEX's in the USA to validate that all project's transactions are processed accurately.
- Coordinate with local staff to ensure that their advances are accounted for and cleared up by the accounting policies and procedures.
- Ensure local payroll and all related taxes are calculated and processed/paid timely and accurately and ensure that changes to salaries or supplemental payments are supported by appropriate documentation.
- Ensure accurate and timely project financial reports are prepared as required by internal policies and donor rules and regulations.
- As requested, monitor CDP grant spending and other URUS grants when asked by reviewing monthly burn rate and other management reports for accuracy, impact, and potential adjustments.
- Support CDP Chief of Party, and other URUS grants leads when asked, to develop sound budgets, ensuring that future budget forecasts are accurate and reviewed with the technical teams.
- Ensure compliance with all URUS and donor financial and operational policies.
- Maintain strong internal control environment to safeguard company assets.
- Coordinate and facilitate travel and logistics for staff and consultants, and ensure accurate reporting and reconciliations
- Assist grants technical staff with planning, organizing, and implementation of logistics for external events and meetings.
- Coordinate all necessary audits, statutory requirements, and financial enquiries from relevant donors and Host Governments', including tax reporting as required by laws.
- Any other duties as may be assigned from time to time.

### HR Support

- Coordinate in country/local hiring initiatives and onboarding of employees through staffing plan, job postings, selection process, background checks and communicating new hires to URUS HQ HR.
- Maintain a complete set of documentation for recruitment, employment, onboarding, and human resource management using the URUS HR filing system; Collaborate and communicate with the hiring manager, URUS HR representatives, and Grants leads.
- Serve as point of contact for HQ HR and provide general HR, talent and performance support to grants staff.
- Liaise with Grants leads and HQ HR to ensure appropriate staff performance monitoring and appraisal processes.
- Advise and monitor local employment packages, including staff benefits providers such as medical coverage, pension and other relevant insurances

### **Reporting & oversight:**

This position will mainly support CDP work in Kenya, Uganda, Nigeria; and may provide light touch oversight to other URUS grants in East Africa as requested—working regularly with the CDP country managers, and finance teams in URUS & GENEX HQ offices.

This position reports to the Chief of Party of CDP project.

## **SKILLS AND QUALIFICATIONS**

### **Required Skills and Qualifications:**

- A university degree in finance, accounting or business administration
- Accounting certification(s)
- Minimum of 5 years in a relevant accounting and financial and administration management role
- Accounting software user experience
- Excellent computer skills in Microsoft Word, Excel, Outlook, and PowerPoint,
- Previous experience in managing U.S. Government cooperative agreements and/or contracts
- Excellent inter-personal skills managing people in complex projects while under tight deadline schedules
- Professional proficiency in English

### **Preferred Skills and Qualifications:**

- Experience with USAID subawards and/or grants under contract

## **LOCATION AND OTHER JOB REQUIREMENTS:**

- This position will be based out of the URUS office in Kenya and the employment contract will be with URUS Genetics Ltd. Kenya.
- Kenyan citizens candidates will be prioritized.
- Female candidates are encouraged to apply

## **PHYSICAL DEMANDS**

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to sit, stand, walk, reach with hands or arms, lift files and operate a computer. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust to focus.

## **WORK ENVIRONMENT**

This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, copy machines, filing cabinets and fax machines. Overseas Travel is required which will involve conveyance by air, train, car and boat in various countries. Visits on dairy and beef farms, along with various processing plants and laboratories are a part of travel.

## **How to apply**

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Interested candidates are encouraged to send their CVs and cover letter not later than 5pm EA time on Monday December 2nd, 2024; through [evelyn.rwambali@urus.org](mailto:evelyn.rwambali@urus.org)

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