

## **Finance Manager (1 Post)**

**Job Purpose:** The primary responsibility of this position is to provide professional financial accounting technical support to Head Office financial operations and projects by providing advice in line with the financial management and operational policies and guidelines, while ensuring value for money, efficiency and effectiveness.

### **Key Responsibilities**

#### **Planning and Budgeting**

- Support in the preparation of the departmental/project annual work plan, budgets and monitor their implementation
- Support the head of department in cost cutting strategies and innovations
- Carry out weekly financial forecasts and share them with management

#### **Financial Management**

Control income, expenditure, working advances and financial administration

- Ensure that all financial transactions of the organization are in conformity with approved accounting and budgetary control systems, procedures and approved authorities.
- Monitor the preparation of vouchers and cheques and approving them for appropriate payments.
- Manage and coordinate periodical payment of statutory deductions and filling statutory financial returns
- Review of the organisational payroll before forwarding for final approval and payment
- Manage the Chart of Accounts for coding at budget stage, posting and any changes that might be needed.

#### **Financial Reporting**

- Manage preparation of monthly and quarterly management reports and timely submission of financial monthly accounts.
- Prepare timely financial reports according to international accounting standards.
- Prepare accounts and coordinate all internal and external audits.
- Coordinate all project reviews, internal audits, design management responses, action plans matrix and all audit findings.
- Carry our field monitoring visits together with program teams to ensure value for money on funds expended.

#### **Resource mobilization and performance management**

- Supervise and manage the performance and development of staff in the departments in line with the organization's goals, objectives, policies and regulations.
- Identify cost saving opportunities and support program staff to coordinate efforts to mobilize financial resources.
- Supervise the Finance Officer and Finance Assistant and any staff that may be added in your area of jurisdiction.

#### **Educational Requirements / Qualifications**

- Bachelor's Degree in Finance, Accounting, Business Administration, Commerce or other related field.
- A full professional accounting professional accounting qualification such as ACCA, CPA, required.
- Post Graduate Diploma in Financial Management essential is an added advantage.
- Proficiency in relevant computer applications and databases, with hands-on experience in the use of accounting software (e.g. Quick Books, Pastel, Sun etc)

### **Experience**

- At least 6 years' relevant experience working in the field of financial management in an NGO environment. Experience working with EU, USAID, UKAID programs and others will be an added advantage.

### **Additional Skills**

- Proficiency in the relevant computer applications and data bases, and hands-on experience in working with electronic Financial Management Information Systems in required.
- A motivated, focused, disciplined, professional, with the drive and dynamism to work under pressure with competing deadlines.
- Good judgement, initiative, high sense of responsibility, tactful, ability to plan, organize and measure outcomes of interventions.
- Exemplary and honest, with a high level of independence and integrity, and able to work under minimum supervision.
- Flexible, innovative with excellent interpersonal skills with good record keeping, communication, presentation and report writing abilities
- Team player with the ability to make positive contributions.

### **To Apply**

All suitably qualified candidates are encouraged to apply and submit their cover letters, a detailed curriculum vitae and copies of relevant academic documents to [hr@fowode.org](mailto:hr@fowode.org).

*Applications should be sent not later than 22<sup>nd</sup> November 2019. Please ensure that your attachments do not exceed 5 MB.*

*We do appreciate your interest to work with FOWODE. However, we regret that only shortlisted candidates will be contacted.*