

# Finance and Admin Coordinator

Location: [Africa] [Democratic Republic of the Congo]

Town/City: Bukavu

Category: Finance

Job Type: Fixed term, Full-time

**\*Please submit your CV in English.**

## **PURPOSE OF THE POSITION:**

This position description is for the lead Finance role in a Zonal Sub Office. While this position description represents the core of this role, the sub office will be required to contextualise to a certain extent, adjust the % time spent because this position oversees more than just the finance department, and determine the appropriate grade level for this position, per National Office structure and Hay grading scale.

Provide leadership, oversight, and management support for all aspects of financial management, supply chain, ICT & Administration in the Zonal sub office.

## **KEY RESPONSIBILITIES:**

### *A. Planning and Budgeting*

1. Assist DcoP to ensure project planning and budgeting work schedule to meet the requirements/deadlines by the NO and other relevant stakeholders.
2. Support programme/project team to ensure programme/project budget are clear and aligned with project goals and outcomes, by giving due consideration to WVI Finance Policies and donor regulations.
3. Assist DcoP for budget-related- communication with relevant stakeholders.
4. Determine cash requirements of the programme/project and assist DcoP for funding request to NO.
5. Participate financial capacity assessment of the potential partners and partner selection process; assist the partners'

project planning and budgeting; engage in the development of agreements with the partners; and consolidate partners' budget to WV project budget.

#### *B. Accounting*

1. (If the following 2-4 are done by a different staff) Prepare and process bank deposits/withdrawals and petty cash payments.
2. Prepare vouchers and process invoices for payment.
3. Upload daily and monthly transaction on sun6.
4. File accounting related documents for easy retrieval.
5. Ensure timeliness, completeness and accuracy in all accounting documents.

#### *C. Reporting and Compliance*

1. Produce financial reports including logframe financial report in response to FFM, local government and donor regulations.
2. Assist programme/project team in preparing budget versus actual variance explanations report.
3. Identify key donor requirements and communicate to programme/project team.
4. Review the reconciliation of MyPBAS to FFR monthly with action plan for addressing outstanding items.
5. Provide regular analysis of Grant financial reports and timely

#### *D. Risk Management and Internal Controls*

1. Assist to set up proper internal control system in programme/project team.
2. Promote and practice transparency and integrity for good stewardship of resources.
3. Communicate to appropriate people potential risk observed in the program implementation.
4. Assist Team Leader to take corrective actions/measures on audit recommendations and regularly monitor progress, in partnership with NO and partner finance departments.

**KNOWLEDGE, SKILLS AND ABILITIES:**

- Good understanding of multiple grant financial management with knowledge of donor's regulation
- Experience and proficiency on Financial software and reporting systems preferably sun system
- Self-guided, strong organizational and planning skills; ability to work independently and under pressure
- Ability to manage interpersonal relations and work effectively with others, to establish and maintain good working relations in a multicultural, multiethnic while showing sensitivity and respect for diversity
- Proficiency in Microsoft Office programs including Excel and word
- Good written, oral communication and facilitation skills
- Able to work on a cross-cultural environment with a multi-national staff

**Required Professional Experience**

- Bachelor degree or equivalent qualification in Finance or Accountancy
- Solid knowledge of accounting principles, financial systems, budget/cash-flow monitoring and internal accounting control
- Staff capacity building
- Conduct orientation on finance policies and procedures to newly hired staff.
- Assess staff financial training needs and deploy a capacity building plan.

**Preferred Skills, Knowledge and Experience:**

- At least 5 years work experience in Finance and specifically on USD grant financial management in Humanitarian organization
- Knowledge of and experience with other government grant regulations and financial reporting requirements preferred
- Sub office Support services management : Line management for sub office support staff in finance, supply chain, admin & ICT.

**Work Environment/Travel:**

Work Environment; office based with frequent travel to the field.

**Physical Requirements:**

Able to work in a stressful environment

**Language Requirements:**

Fluent in French, swahili and English are an asset