

## Finance & Administration Manager

Location: [Africa] [Swaziland]

Town/City: Hhohho

Category: Finance

Job Type: Fixed term, Full-time

### **Purpose of the position:**

The Finance and Administration Manager is directly responsible to and supervised by the Project Director. He is a member of the core management team and responsible for the overall management of the Finance and Administration responsibilities in the project. He is responsible for the development and implementation of efficient procedures and guidelines that ensure audit readiness at all times within the context of maximizing WVE and CDC requirements.

Consider adding: "S/he ensures proper financial management, accountability, planning, and reporting in alignment with the goals of the grant, World Vision financial and administration procedures, CDC regulations, and the grant agreement."

### **Major Responsibilities:**

1	Financial Management for the project including the development and maintenance of adequate financial management and internal controls systems in line with	30%

	<p>CDC rules &amp; regulations , WVE policies and procedures, International Financial Reporting Standards (IFRS) and International Accounting Standards (IAS).</p>	
2	<p>Compile, manage and report on the budget, ensuring all costs incurred by WVE have been provided for including compliance with local laws and accounting standards; review monthly spending vs. budget; provide sound variance explanations and liaise regularly with the Project Director on the progress and suggest / discuss corrective actions to be taken.</p> <ul style="list-style-type: none"> <li>• Guide managers on their roles on financial management</li> <li>• Coordinate financial management processes so that employees are clear on expectations</li> <li>• Provide appropriate support to managers in addressing unsatisfactory</li> </ul>	20%

	financial performance	
3	<p>Oversee the overall administrative functions of the project including</p> <ul style="list-style-type: none"> <li>• Timely completion of LDRs by all staff by 3rd of every month</li> <li>• Manage vehicle usage and reconcile vehicle operating costs to 3rd party reports (Fleet Management Report, etc)</li> <li>• Maintain a comprehensive fixed assets register for the project and safeguard all assets</li> <li>• Work closely with Supply Chain and project team to ensure that suppliers are paid on time.</li> <li>• Conduct orientation of new project staff on financial policies, procedures, internal</li> </ul>	10%

	<p>controls, administration activities etc</p> <ul style="list-style-type: none"> <li>• Determine appropriate risk assessment systems <ul style="list-style-type: none"> <li>- Develop and implement strategies to minimise losses through corruption or non-adherence to laid down procedures and policies (report on corrupt activities)</li> </ul> </li> <li>• Maintain a proper filing system of all records relating to the projects</li> <li>• Ensure staff has adequate working tools (e.g. computers, etc)</li> </ul>	
4	<p>Month end and year end processing: Review inputs and perform interim trail balance checks to ensure reasonableness and accuracy; Ensure that journals in respect of prepaid expenses and balance sheet accounts are posted / cleared where needed; Ensure that the bank</p>	10%

	reconciliations and reconciliations for the clearing accounts and advance accounts are done; Ensure that the balance sheet accounts are reconciled / has proper backup schedules;	
5	Manage payroll and benefits administration for the project and reconcile to completed and approved Labour Distribution Report and ensure all statutory payments for the project staff are remitted timely.	10%
6	Carry out support and monitoring field visits to staff, community cadre and partners	10%
7	<p>Deliver on finance and admin milestones and contribute to submission of Monitor project outputs to ensure that targets are met and give routine feedback to project staff.</p> <p>-Track and monitor resource needs and other material needs for carrying out financial and administration tasks.</p>	5%

	- Monitor and manage expenses within allotted budgets.	
10	Liaise with CDC Finance focal persons and inform programming	5%

### **Other Competencies/Attributes:**

- Must be a committed Christian, able to stand above denominational diversities.
- Interpersonal communication / relational capability
- Perform other duties as required.

### **Qualifications: Education/Knowledge/Technical Skills and Experience**

The following may be acquired through a combination of formal or self-education, prior experience or on-the-job training:

- **Minimum Qualification required:** A Degree in Finance or accounting equivalent
- **Experience:**
  - Three years working experience in finance management role for USAID/CDC or Global Fund projects.
  - Demonstrated experience working with CDC funding
  - Experience in financial management for projects in NGOs

Consider adding:

- At least 2 year's experience managing staff
- Excellent command of Excel and SunSystem
- Fluency in English, both written and spoken
- Ability to handle sensitive and confidential information with absolute discretion

**Working Environment / Conditions:**

- Work environment: spending 70 % of his/her time in the office
- Travel: spending 30 % of his/her time visiting programmes