



Job Profile

Position: Finance Manager I
Employee Type: Permanent
Supervisor: Country Director
Department: Finance

POSITION PURPOSE:

For a Model B Country Office, provides overall leadership in the area of Finance. The Finance Manager I will be part of the local Living Water International's leadership team and report to the Country Director. Supervision of some or all of the administrative, procurement, cooking, cleaning, and driving staff may be required.

DIMENSIONS:

Direct Reports	
Travel	0%
Budget Management	

JOB REQUIREMENTS:

EDUCATION	<ul style="list-style-type: none"> • Bachelor's Degree (or equivalent) in Finance, Accounting or other appropriate discipline in relevant field • Minimum 5 years of relevant financial and grants management work experience • Experience in supervising several roles may be required
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BUSINESS COMPETENCIES & GENERAL SKILLS

<ul style="list-style-type: none"> • Highly proficient in English • Oral and presentation communication skills • Effective Time Management • Builds relationships and works well cross functionally • Business Acumen • Organization skills • Management experience • Leadership capabilities 	<ul style="list-style-type: none"> • Interpersonal skills • Attention to detail • Systems knowledge - QuickBooks, reimbursement systems, financial systems • Excel proficiency • Proven knowledge of GAAP/IFRS and practical knowledge of financial systems and internal controls • Experience with grant financial compliance
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AREAS OF RESPONSIBILITY

Financial Management & Accounting

- Maintain a set of complete and accurate financial records, including all relevant supporting documentation for each project;
- Manage the day-to-day functioning of the finance section, including cash disbursements, cash receipts, banking, collection and payment of relevant taxes to the authorities and other finance-related tasks;
- Establish an effective filing system that provides easy access to finance-related information and proper documentation of all financial and contractual transactions;
- Ensure balance sheet accounts are reconciled with supporting documentation;

- Ensure financial management support is provided in accordance with established LWI and donor policies and regulations and that LWI computerized accounting system (QuickBooks) is maintained;
- Assist in the upgrading of financial procedures when required and contribute to the overall financial development for the attainment of its long-term strategic objectives;
- Ensure accounting procedures and policies are being adhered to and assist in the design of internal controls exist to reduce financial risk;
- Provide timely financial management information and advice to the Country Director;
- Prepare monthly reconciliation report and submit to Country Director;
- Monitor and report on project and country office income and expenditure;
- Prepare and implement standard LWI policies on finance, cash disbursements and ensure 'Internationally recognised Standard Accounting Practices are observed';
- Assist the Country Director in preparation for external audits and prepare responses to auditors;
- Accurately record and file all financial transactions on project's operations;
- Establish or modify financial procedures: e.g. receipts, payments, disbursements and bookkeeping, filing procedures;
- Ensure an efficient financial flow process and timely payments for the goods and services required for the implementation of project activities.
- Oversee budget preparation and on-going budget management

Administration

- Participate in the formulation of the company's administrative policies;
- Manage the purchasing process locally through supervision of either the Administration Assistant II or Procurement Officer
- Supervise Administrative Assistant, cook/cleaner(s) and driver(s)
- Ensure food preparation safety and the cleanliness of the facilities
- Ensure vehicles are kept in good running order and that maintenance is carried out timeously
- Undertake any other ad-hoc projects as directed by the Country Director.