

## Vacancy announcement

<b>Position</b>	<b>Country Finance Manager</b>	<b>Starting date</b>	September 2022
<b>Location</b>	Pemba, Mozambique	<b>Type of contract</b>	Fixed Term Contract
<b>Contract duration</b>	6 months (renewable)	<b>Security Risk Level</b>	Sensitive (2/4)

### ACTED

Since 1993, as an international non-governmental organization, ACTED has been committed to immediate humanitarian relief to support those in urgent need and protect people's dignity, while co-creating longer term opportunities for sustainable growth and fulfilling people's potential. ACTED endeavors to respond to humanitarian crises and build resilience; promote inclusive and sustainable growth; co-construct effective governance and support the building of civil society worldwide by investing in people and their potential.

We go the last mile: ACTED's mission is to save lives and support people in meeting their needs in hard-to-reach areas. With a team of 5,900 national staff and 400 international staff, ACTED is active in 38 countries and implements more than 500 projects a year reaching over 20 million beneficiaries. More on [www.acted.org](http://www.acted.org)

### Position context and key challenges

Due to the current situation in Mozambique, ACTED recruits.

### Key roles and responsibilities

#### **OBJECTIVES**

1. Manage and control the accounting and treasury cycle by making sure deadlines and ACTED's Global Finance Procedure Manual are followed.
2. Ensure a proper financial control and internal reporting, anticipate, mitigate and report financial risks ensuring operations are run in a cost-efficient manner with a planned cash management, in compliance with ACTED's, donors' procedures and legal requirements.
3. Ensure a smooth project cycle from a financial perspective from budget making (in line with the country strategy and donor's rules) to the final report and close-out of a project.
4. Lead the finance teams, coordinate and facilitate access to information within the teams.

#### **1. Accounting and treasury Management**

##### 1.1 Accounting management – supervise the accounting cycle for the mission

- a. Ensure timely and accurate data entries in cashbook, bankbook and SAGA following the standard descriptions defined in ACTED's Global Finance Procedure Manual;
- b. Verify and coordinate the monthly compilation accounts from each area;
- c. Supervise cash and bank balance checking process when closing the monthly accounts;
- d. Communicate accounts on a monthly basis to HQ, respecting SAGA procedures and deadlines in line with the monthly accounting schedule as per ACTED's Finance Procedures;
- e. Manage the presentation, circulation, filing of vouchers and archiving of accounting and financial documents in compliance with FLAT and Finance procedures (maintain an up-to-date filing follow-up: A8.01\_Red Cell Game); Review on a random basis quality and compliance of documentation from areas when centralizing;
- f. Supervise the Yearly and Midyear Accounting Closures for both General and Analytical Accountancy aspects (V1 and V2).

##### 1.2 Treasury management – ensure a controlled and smooth cash management

- a. Ensure justified bank selection process, open/close bank accounts under the authority of the CEO;
- b. Oversee the management of bank accounts: control, follow and make sure flows are properly lettered (advances, transfers, etc.), check balances and justifications, authorised visas; Report to HQ through the flows reporting tool A1\_PRATIC;
- c. Supervise the management of safes and cash: available amount, balance checks, security instructions;
- d. Assess monthly cash-flow needs for projects and areas, fill and share the form A4.01\_Cash Request on the 15th of each month;
- e. Manage money transfers, areas cash-supply and amounts in circulation, whilst defining payment procedures (bank transfer, cheque, cash etc.);
- f. Make sure donors are invoiced on time and report it through the tool A4.04\_ATROCE, comply with good practices described in the Money In Acted HOUse Plan (MIAHOU).

#### **2. Commitment of expenditures, budget control, & Financial Management**

##### 2.1 Commitment of expenditure – guaranty budget availability and compliance to ACTED and donor's procedures before releasing payments:

- a. Collect visas of authorised staff members, set-up commitment ceiling in local currencies, define methods and timescales for payment;
- b. Before commitment / payment of any expenditure, check authorization levels, budget availability, budget line on which the expense is to be allocated to, ensuring full compliance with ACTED and

donors procedures:

In close coordination with the Country Logistics Manager (CLM) or equivalent, negotiate terms of contracts including payment schedule & taxes obligations; ensure that procurement procedures are adhered to; Follow-up commitments and payments through the tool A7.02\_Contract Follow-Up (CFU); Ensure financial, compliance & budget control points during Purchase Committee meetings; review coherence between orders, quotations/offers, purchase orders, call for tender documentation, procurement memo, contract, invoices, receipts, works/services completion certificates; Check the receiver's ability to endorse payment; In close coordination with the Admin Team, ensure that staff contracts are in line with ACTED standard salary grid, available budgets and regulations; propose salary grids revisions based on benchmarks, national legislation and budget constraint; review and validate the payroll on the 25th of each month; Validate partner's accounting and documentation accuracy and compliance before payment.

2.2 Project budget follow-up, mission's cost control, internal & external audits – anticipate and mitigate financial risks ensuring operations are run in a compliant and cost-efficient manner

- a. Lead Budget Follow-Up (A7.01) and Allocation Tables (A5) consolidation process;
- b. Analyse/report gaps between planned budgets and actual expenses; comply to the flexibility rule;
- c. Anticipate financial risks, present budget updates and mitigation plans during FLAT meetings;
- d. Analyse and report monthly running costs, fleet and communication of each area (A6.01-04)
- e. Prevent and report any financial and operational loss (A6.01 ACT follow-up);
- f. Submit to HQ all the annexes of the internal financial follow-up reporting tool (TITANIC) by the 15th of each month;

Terms of Reference – Country Finance Manager August 2016

- g. Follow-up Exit Forms for international staff and make sure they are sent to HQ once validated;
- h. Take the lead on external audit preparation in support to the country compliance teams if any; Contribute to opening/closeout meetings, responses to audit reports, recommendations' implementation plans.

**3. Project financial cycle management**

3.1 Develop project budgets and reports – ensure the financial feasibility of projects, respecting ACTED and donors' rules and deadlines

- a. Gather information from the relevant departments to consolidate budgets for project proposals according to project/mission needs and donor constraints; Propose sufficient programme and support budgets including mission's investment plans in close link with country coordination;
- b. Review and negotiate terms of grant contracts before signature (payment & financial reporting schedule, use of HQ cash-pooling system, etc.);
- c. Plan, consolidate, draft & crosscheck with Project Development Department (PDD) financial reports when required (ad'hoc, interim and final), respecting contractual deadlines and rules such as flexibility, eligibility and liquidation period, etc.;
- d. Follow-up payments from donors and financial project close-out (contract liquidation).

**4. Team leadership & other tasks**

- a. Update the organization chart and ToRs of the finance and administration departments (if applicable) according to the mission development;
- b. Oversee the team, plan & conduct finance staff recruitments, undertake appraisals, follow career management, identify staff with potential and contribute to ACTED internal mobility policy; Ensure training and capacity building for finance team members of ACTED and Partners in order to increase the level of technical ability and skills;
- c. Actively promote strong & structured articulations with all teams (Logistics & PDD in particular); Represent ACTED with relevant finance & admin networks at country level;
- d. Improve information flows within the department and with other departments;
- e. Plan field monitoring missions;
- f. Perform any other related activities as assigned by immediate supervisor.

**Required qualifications and technical competencies**

- Msc in Finance, Audit, Business Management, Economics or equivalent
- 3+ years of solid experience in financial & budget management
- Excellent financial and analytical skills
- Excellent communication and drafting skills for effective reporting on programme financial performance
- Ability to manage a financial team and demonstrate leadership
- Ability to monitor and evaluate financial skills of teams through capacity-building efforts
- Ability to undertake serious responsibilities and to manage stress efficiently
- Ability to operate in a cross-cultural environment requiring flexibility



- Prior knowledge of the region an asset

### Conditions

- Salary between 2600 and 2800€ monthly (before income tax), depending on the level of education, security level, etc as well as a monthly living allowance of \$300
- Accommodation and food provided in ACTED guesthouse
- Pension, health insurance, life insurance and repatriation assistance (& unemployment insurance for EU citizens)
- Flight tickets every 6 months & visa fees covered
- Contribution to the luggage transportation: up to 100 kgs, depending on the length of the contract
- Annual leave of 25 to 43 days per year
- One week pre-departure training in ACTED HQ, including a 3-days in situ security training
- Tax advice (free 30-minute call with a tax consultant)
- Psychological assistance

### How to Apply

Please send your application (cover letter + resume) to [jobs@acted.org](mailto:jobs@acted.org) under **Ref: CFM/MOZ**