

Job Description 2017

Job Title:	Finance Manager
Department:	Finance
Reports To:	Executive Director
Purpose of the Job:	
<ul style="list-style-type: none"> • Providing financial advice and support to clients and colleagues to enable them to make sound business decisions. • Ensure Smooth running of finance function • Policy and Procedure Development for Finance department • Financial Strategic Planning and Reporting • Consolidation of Financial and Management Reporting • Risk Assessment 	
Key Responsibilities/ Accountabilities:	
Planning and development	
<ul style="list-style-type: none"> • Take responsibility for overall management and delivery of the financial plan for GBM. • Providing and interpreting financial information; • Monitoring and interpreting cash flows and predicting future trends; • Analyzing change and advising accordingly; • Formulating strategic and long-term business plans; • Developing financial management mechanisms that minimize financial risk; • Conducting reviews and evaluations for cost-reduction opportunities; • Managing GBM's financial accounting, monitoring and reporting systems; • Liaising with auditors to ensure annual monitoring is carried out and audits are done in a timely manner; • Developing external relationships with appropriate contacts, e.g. auditors, solicitors, bankers and statutory organizations. • Producing accurate financial reports to specific deadlines as required; • Managing budgets; • Support the program team by ensuring timely financial reports as requested. • Assess options for coordinating the activities, procedures and systems so as to promote common policies and practices, and advising the management of the same. • Maintain appropriate relations with donors and all stakeholders by preparing reports as necessary, ensuring compliance with any contracts. 	
Financial management	
<ul style="list-style-type: none"> • Maintain day-to-day financial control within budgets. • Ensure that all finances are properly administered and monitored, including credit control. • Ensure that appropriate financial regulations and controls are in place and in use at all times. • Prepare and review detailed budgets for approval by the Board in conjunction with the Executive Director and Finance Committee. • Ensure that all financial reporting obligations are met in relation to submissions for 	

funding, for grant aid, for contracts and any other initiatives.

- Support the Executive Director in the provision of information for the estimates.
- Advise on the proper allocation of resources.
- Plan and direct short-term and long-term financial goals of the organization. Provide financial direction, planning and accounting to the Organisation.
- Oversee that all finance and accounting functions including budgeting, asset management, cashflow management, management reporting, payroll administration, in accordance with the accepted accounting principles, policies & procedures of GBM and all other applicable laws and guidelines.
- Ensure all Accounting, Reporting and Tax areas of the organization comply with regulatory environments and that reports are prepared in conformity with generally accepted accounting principles, and accurately present the financial condition and results of operations of the organization
- Ensure that appropriate financial infrastructure is in place to support the provision of GBM's services to its staff and partners in line with the organizations requirements.
- Monitor and ensure that the organization and other resources are safeguarded and it does not suffer financial loss through theft, fraud or error by maintaining strong internal systems and controls
- Identify and formulate strategies to effectively and efficiently manage the cash and liquid assets of the Company.
- Forecast cash flow requirements in consultation with the Executive Director.
- Maintain & operate bank accounts of the organization to ensure efficient management of financial resources
- Ensure Monthly Reconciliation of bank statements by comparing statements with cash and bank register for all GBM bank accounts.
- Timely Monthly Management accounts.
- Plan and establish the organizations budget and ensure management reporting.
- Establish and prepare accurate and timely information for budget monitoring and progress reporting for program funds & grants
- Maintain accurate accounting databases
- Manage and direct the Finance team including: hiring, setting performance standards, coaching, appraising and motivating.
- Participate in and support Fundraising efforts of the Organisation through financial analysis, budgeting, projections etc.
- Protect organization's value by keeping information confidential

Reporting Relationships:

Responsible for:

- Project Accountant
- Accountant

Key competencies/Technical skills Required to Fulfil the Job:

Communication Skills

Relationship-Management Skills; Coaching and mentoring skills

Project Management Ability, Organizational Skills and Attention to Detail

Technologically Savvy

Tenacity and Ethics; Anticipation; Work Standards

Building Trust; Results focus

Multitasking

Problem solving skills; Adaptability; Strategic Thinker

Responsible and accountable

Monitoring and evaluation skills

KEY RESPONSIBILITY AREAS

Key Responsibility Areas	Key Performance Indicators
Accurate financials and time-to-close.	Closing all financials in a timely manner; Number of corrections after closing eliminated/reduced.
Specified reports produced at the required time Production of the Financial Plans accounts and reports.	Availability of reports when and as requested and required; Timely monthly management reports submitted; Timely submission of the narrative and other reports including Financial reports as per the donor guidelines and also timely submission of weekly, monthly, quarterly and annual reports of activities and implementation to the Executive Director and Board as required.
Timeliness of annual audits	Annual audits on time by foreseeing challenges and addressing them in good time.
Timely production of budget forecasts and reports; reduction in the relative costs	Budgets, plans and forecasts shared with the Executive and Board in a timely manner; Reduction in the variances from the Financial Plan; Timely financial advices to the Executive and Board with solutions to financial issues to ensure the organisation remain financially stable.
Meeting of monthly, quarterly and annual financial objectives plans and budgets.	Availability of regular financial plans and accounts reports to aid in decision at all times. reduction in the number of budget variances and adjustments
Supervision and tracking of Finance activities under your jurisdiction ensuring and supporting staff performance	Timely, efficient and effective management of the Finance department. Timely annual performance appraisals conducted by yourself for staff in your department in liaison with the HR Department (mandatory)
Proposal development support	Financial analysis and advice as well as participation in Fundraising efforts by ensuring financial information is availed and is well projected in a timely manner
Improved service delivery- - Bank reconciliations are kept up-to-date	Faster invoicing and transactions and fast tracking of requests Regularly updated bank reconciliations shared with the Executive.
Clear policies , procedures and SOPs	Staff educated on the Finance policies, SOPs and processes that are easy to follow.
Clear objectives (for department and staff) with related clear work plans(both department and staff individual work plans)	Clear objectives outlined for the department and for each staff at the beginning of each period, Each staff's clear objectives and Individual work plans are availed and shared

EDUCATIONAL LEVEL REQUIRED TO FULFIL THE ROLE

Area(s)	Requirement(s)
Academic	A minimum of bachelor's degree in business administration, economics, accounting, finance or related field and a CPA (K) or ACCA finalist qualification is required. A Masters' degree in finance is an added advantage.
Professional	<p>Knowledge of leadership and management principles as they relate to non-profit/ voluntary organizations;</p> <p>People Management, Financial and Project management skills;</p> <p>A comprehensive knowledge of rules, regulations and policies that govern management of grants and cooperative agreements a must;</p> <p>Working knowledge of computerized accounting and other computer application packages is mandatory.</p>
Experience	At least 10 years' experience in a financial monitoring role with at least 6 years in the NGO environment
Any other relevant information	<p>Analytical approach to work; Strong attention to detail and an investigative nature and problem-solving skills and initiative is a must;</p> <p>Good time management skills and the ability to prioritize;</p> <p>The ability to make quick but rational decisions;</p> <p>Ability to lead and motivate others;</p> <p>Ability to adapt quickly to different working environments;</p> <p>Computer, Interpersonal, communication and presentation skills a must;</p> <p>Flexibility and willingness to change work practices and hours as the role may demand;</p> <p>Demonstrates integrity by modelling the GBM's values and ethical standards ;</p> <p>Promotes the vision, mission, and strategic goals of GBM at all times.</p>