



## **JOB TITLE: Finance and Accounting Manager**

### **Job Description**

As the Finance and Accounting Manager, you will lead the financial operations and accounting functions of our organization. This role requires a strategic thinker who is proactive in financial management, compliance, and enhancing the operational capabilities of our team. You will be instrumental in ensuring financial accuracy, regulatory compliance, and fostering a collaborative team environment where roles are clearly defined and team members are capacitated to perform optimally.

### **Responsibilities**

- Oversee and ensure the accuracy of financial statements and annual reports, maintaining compliance with statutory requirements and regulations.
- Provide strategic financial guidance to executive, including identifying opportunities for cost reduction and recommending operational enhancements.
- Present monthly project reports to managers, providing critical financial insights and guidance to support strategic decision-making and project management.
- Ensure compliance with tax laws and regulations.
- Develop, implement, and monitor financial systems to enhance efficiency, ensuring these systems support the organization's sustainability objectives.
- Maintain and reconcile general ledgers and manage comprehensive budgeting processes.

- Manage and oversee the financial aspects of grant management, including compliance with grant requirements, budgeting, and reporting.
- Provide oversight and capacity building to subgrantees to ensure their financial management practices meet required standards and enhance their ability to achieve grant objectives.
- Work closely with the team to define clear roles, provide capacity building, and ensure that each team member is equipped to meet their objectives.
- Collaborate with various departments to integrate and uphold financial sustainability within organizational practices.

## Skills and Qualifications

- Knowledge of accounting principles, theory and practices.
- Knowledge of supervisory principles, practices and techniques.
- Knowledge of computerized accounting systems and applications to include main frame systems, personal computers, and general software applications.
- Skill in performing detailed and complex numerical computations and reports.
- Skill in both verbal and written communication.

## Minimum Qualifications:

- Bachelor's Degree in business commerce/accounting/finance or other related fields from a recognized university. Professional qualification in accountancy such as CPA or ACCA.
- Four years of professional accounting experience in a senior position of a donor funded organization; or eight years' professional accounting experience; or any equivalent combination of experience and/or education from which comparable knowledge, skills and abilities have been achieved.

Applicants must apply online through the link below where more information is available on required documents and the process.

Deadline will be **30th April 2024**. Only shortlisted candidates will be contacted for interviews.

**APPLY HERE**