



# Job description

**Finance Manager**

**Zambia**





<b>Job Title:</b> Finance Manager	<b>Application Date:</b> 17 August 2018
<b>Grade:</b> F	<b>Department:</b> Finance & Information Systems
<b>Reports To:</b> Head of Finance & Information Systems	<b>Location:</b> Lusaka
<b>Direct Reports (titles):</b> Finance Officer	
<b>Key Relationships (titles):</b> Partner Finance Specialist Programme counterparts	

## Purpose

To support the Head of Finance and IS in all financial management activities of WaterAid Zambia (WAZ). Further, this role is responsible for all financial and management accounting activities in the WaterAid Zambia Country Programme (CP), to ensure compliance with WaterAid financial policies & procedures for payments, receipts and cash management, and ensure completeness and accuracy of Zambia CP financial accounts.

This role will prepare accurate and complete financial reports of all WAZ activities in compliance with WaterAid accounting policies & procedures and appropriate grant donor requirements.

The Finance Manager will lead in ensuring that resources are secured, safeguarded and utilised for intended purposes. The role will ensure the provision of financial performance insight, support for financial planning, funds management and assurance over the financial control environment. The Finance Manager will oversee capacity building of WaterAid partner organisations and assurance to ensure that partners undertake finance activities that aligns with/to WaterAid and donor requirements. The Finance Manager will ensure that the IS environment (soft and hardware and connectivity) supports CP operations.

## Responsibilities

### *Financial Planning and Budgeting*

- Coordinate annual financial planning and rolling forecast processes ensuring adequate guidance and support is provided to budget holders to develop their annual plans in line with organisational policies and donor commitments.
  - Provide adequate tools to support project and financial planning as well as monitoring of these plans in WAZ (including templates in Vision and Excel to support planning and monitoring)
  - Produce and disseminate the necessary procedures and guidelines to support the planning and monitoring process.
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- Ensure the global planning tools are adequately explained to users and support them through training and coaching the use of these tools.
- Support the Head of FIS to consolidate all plans and share with users
- Assists budget holders in producing CP budgets and budgets for new proposals.
- Take a leading role in preparing cost summaries
- Update budgets and forecasts in the computerised financial management system (currently FinStream)

### ***Reporting and Budgetary Control***

- Capture transactions and reconcile all ledger transactions
- Prepare budgetary tracking for the CP spend against budget for review by budget holders and SMT.
- Reviews partner retirements to ensure these reflect the accurate figures per period.
- At year end, providing adequate financial and management analysis for decision making

### ***Internal Controls, Risk Management and Statutory compliance***

- Ensure implementation of the CP finance policies and procedures as required in order that changes introduced by WaterAid globally, accounting standards and local laws are complied with.
- Monitor and ensure compliance with financial controls and taxation for all financial transactions
- Ensure all data is accurate, complete, and relevant for WaterAid, donor, and budget holder information requirements
- Supports the process of communicating and training staff to become familiar with the revised policies and procedures as well as the required attitude changes
- Supports the process of ensuring that WAZ is in compliance with local legislation that may be applicable including those relating to taxation, financial reporting, custom duties and rates.

### ***Audit***

- Co-ordinate internal and external audits
- Support the implementation of the action plan to address external and internal audit recommendations.

### ***Cash / Treasury Management***

- Monitor project cash flows against plans.
  - Review requests from partner in conjunction with the Partner Finance Support Specialist and process and monitor transfers to both partners and state offices.
  - Support the Head of Finance and IS in making realistic cash flow forecast for the Country Programme
  - Act as the custodian of WaterAid's cash assets
  - Makes payments and receive funds according to WaterAid accounting procedure requirements
  - Conduct monthly non-programme and off shore expenditure reconciliations
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### ***Funding & Grants Management***

- Working closely with the Partner Finance Support Specialist, ensure that all funding proposals are properly costed, do not expose the CP to excessive risks and that WaterAid full cost coverage policies are adhered to
- Supports and reviews the development of financial plans for funding proposals and monitor expenditure against grant agreements, working with the Head of Finance & IS and Partner Finance Support Specialist to resolve issues as necessary.
- Monitor expenditure against grant agreements, working with the Partner Finance Support Specialist to resolve issues as necessary
- Ensure all processes for full cost coverage, staff time and support cost recovery are implemented.
- Ensures that funds are transferred to WaterAid partners in line with duly signed funding agreements

### ***Financial Systems***

- Provides support in managing the CP financial systems (GAS) ensuring information captured in these systems are accurate, complete and adequate.
- Assists to address any technical issues that may be hindering the effective operation of financial systems
- Responsible for tracking issues that arise in the GAS system in conjunction with the Head of Finance & IS and providing advice to address them.
- Develop and implement training programmes for staff on the operation of all financial systems (GAS, etc.), regularly identifying new features in the system and ensuring users have the skills to use these features
- Ensures all SUN/GAS systems activities are coordinated for effective support, skill development and successful upgrade.
- Takes the lead in the maintenance of financial systems - facilitating Month-ends, Year-ends, User and Accounts set up etc. as well as reconciling data with GAS.

### ***Capacity Building***

- Takes responsibility for the induction and training of Finance Officers and other staff on financial management.
- Promotes learning and best practice in the finance area within WAZ and partners.

### ***Value for Money***

- Ensure Value for Money is achieved for a financial transactions entered into by the CP.
- Support the critical review of prepared budgets including budgets for proposals to donors for efficacy, Value For Money (VFM) and total cost recovery

### ***People Leadership***

- Effectively manage performance; developing team members in order to maximize their contribution to the team and organization
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- Support staff engagement through maintaining a positive team environment
- Coordinate strategic engagement with cross sector forums and platforms by WaterAid staff and partners for the advancement of WaterAid's campaigns in line with the organisation strategic objectives

## Specific Context

The role will have limited travel in-country, as well as infrequent trips across the region and some internationally

## Experience and Technical Skills

- Bachelor of Accountancy Degree or equivalent accounting qualifications from recognized institutions.
- Full Professional accounting qualifications and a member of an internationally recognized professional accounting body such as, ZICA, ACCA, CIMA etc.
- Minimum of 5 years post qualification experience, of which at least 3 years must be at middle management level.
- Experience in monitoring budgets, cash flow management and systems development.
- Demonstrated sound and in-depth knowledge of Financial Accounting, Management Accounting, Financial Management, and Taxation Law of Zambia.
- Experience of using an accounting packages preferably Sun System.
- Excellent knowledge of Excel and Vision
- People management experience desirable.
- Knowledge of accounting for non-profit organizations is desirable

## Skills and Abilities

- Attention to detail
  - Ability to work under pressure.
  - Excellent planning and prioritization skills. Demonstrated ability to meet deadlines
  - Strong analytical/problem solving skills.
  - Ability to work independently and also to work effectively in a diverse team environment.
  - Excellent communication skills (oral and written).
  - Able to demonstrate commitment to WaterAid's Values and a working style and approach that reflects these
  - Strong initiative, with a willingness to take on new responsibilities and challenges
  - Able to plan, prioritise and organise self and others and ability to work under pressure and meet deadlines.
  - Commitment to WaterAid's values and a working style that reflects these
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## Our people promise

We're looking for people who share a commitment to our vision, and a commitment to playing their part in changing normal. We're looking for people with an appreciation and respect for different people and ideas, and the energy and expertise to help tackle the most important challenges.

In return, you can expect to get inspiration from the change you help make happen, a sense of belonging and the feeling of being part of a global community. You will also experience stimulation and fulfilment, the chance to grow, and space to be yourself at your best.

This is our pledge to you.

