

Sr. Officer/Finance Director
Kinshasa, Democratic Republic of the Congo
Level 3

The Finance Director will serve as the expert for the organization in the area of finance and accounting policy and procedures and will interface with all other departments to make sure the policies are clearly understood and followed. In addition, he/she will focus on project accounting, general ledger maintenance, daily posting process, account analysis and clean up, month-end closing process and financial report preparation.

The Finance Director must have the ability to multi task and manage changing priorities. This position has responsibility for making independent decisions based upon knowledge of GAAP, IFRS (where applicable), OMB Circulars A-110, A-122, and A-133, donor regulations, organizational operations, policies and procedures.

Key Roles and Responsibilities

- Provide leadership, management, and direct supervision for the project's finance/accounting staff.
- Oversee the implementation of systems and processes required to support project implementation, ensuring compliance with Donors and IMA's policies and regulations, and terms of the contract/agreement.
- Develop, manage, and monitor project budgets, accurate financial reports, and projection of funding needs, in close coordination with senior project staff.
- Manage the financial operations and financial reporting of the project, providing guidance and technical assistance to financial management personnel.
- Ensure integrity of accounting information by reviewing account balances for compliance and establishing quality control over accounting transactions and financial reporting.
- Oversee maintenance of supporting documentation for a reliable and easy to follow audit trail.
- Lead implementation of changes in finance office operations in response to changes in the local legal environment, or to new operating context and financial management needs.
- Manage the timely submission of the monthly field expenses to the headquarters office.
- Develop and implement accounting and reporting systems for project expenditures, and provide guidance and training to project staff and partners on financial procedures.
- Review aging reports, receivable balances to identify and resolve issues
- Serve as the primary liaison with HQ Finance for all financial issues. Interpret and explain financial policies to staff
- Supervise and lead accounting staff in effective performance within agreed standards of conduct and reporting

Typical Background, Experience & Requirements:

Education and Experience

- Bachelor's degree in Accounting, Finance or a related field, or MBA with a focus on Accounting preferred, or equivalent relevant experience and Bachelor's degree. A professional certification in Accounting or a related field highly preferred.
- Minimum of seven years' experience in a similar position, preferably with an International NGO. Knowledge of the relevant public donors' regulations highly preferred
- Familiarity with US Government Cost Accounting Standards, including Federal Acquisition Regulations (FARs) and USAID Acquisition Regulations (AIDARs)
- Prior experience working on DFID funded projects.
- Substantial budgeting, budget/expense analysis, and accounting experience.
- Strong experience in presenting and facilitating on financial management topics.
- Proficient in MS Office packages (Excel, Word, PowerPoint, Visio), Web Conferencing Applications.
- Ability and willingness to travel to program sites throughout the country.
- Professional level of oral and written fluency in French and English language.
- A minimum of three years' experience in supervising teams.
- Experience working in Africa or similar international context
- Fluency in French language.

Personal Skills

- Excellent analytical skills with ability to make sound judgment and decisions
- Very good planning, monitoring and organizational skills
- Ethical conduct in accordance with recognized professional and organizational codes of ethics
- Proactive, resourceful, solutions oriented and results-oriented
- Ability to work collaboratively

Minimum Qualifications

(10+) years of experience with a bachelor degree OR the equivalent combination of education and experience.

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