

Global Alliance for Improved Nutrition

Job title:	Finance Manager		
Classification:	C5- Manager	Direct reports:	1 - 5
Work location	Maputo, Mozambique	Travel required:	Limited

The Global Alliance for Improved Nutrition (GAIN) is a Swiss-based foundation launched at the UN in 2002 to tackle the human suffering caused by malnutrition. Working with both governments and businesses, we aim to transform food systems so that they deliver more nutritious food for all people. In particular, we aim to make healthier food choices more desirable, more available, and more affordable. GAIN's mission is to advance nutrition outcomes by improving consumption of nutritious and safe food for all people, especially the most vulnerable to malnutrition.

DESCRIPTION
<p>Overall purpose</p> <p>The Finance Manager is a key position in the Mozambique country office. This position is expected to lead on all aspects of finance and provide essential financial services to the programme operations whilst ensuring compliance with global GAIN policies, systems and procedures.</p> <p>The Finance Manager is expected to be both responsive and proactive to operational requirements with an ability to plan the work of programme support.</p> <p>The Finance Manager will ensure that appropriate financial regulations and controls are always in place for the country program and in use; compliance with external requirements, such as local laws and regulations and donor, partner, service provider and vendor contractual obligations. They are responsible for ensuring that the books of account of the country program are complete, accurate, and updated in a timely fashion, in accordance with GAIN's policies and procedures. They are also responsible for safeguarding GAIN's interest in financial transactions and interactions, providing effective first level stewardship of GAIN's assets, resources, staff and premises. They report to the Head of Operations and provide essential support to the staff and consultants in maintaining good relationships with external stakeholders.</p>
<p>Tasks and responsibilities</p> <p>Finance, Budget and Grants Management:</p> <p>The Finance Manager is responsible for supporting the Head of Operations with the budget and grant functions in the country office.</p> <ul style="list-style-type: none"> • Ensuring the availability, usage and compliance with Finance manual and procedures, their understanding by staff, executive agencies and consultants and their successful implementation. • Ensuring the financial transactions are recorded in line with GAIN norms and standards in timely fashion. Manage office funds and maintain financial records including ledger, journal, petty cash and cash books and bank details. Manage receivables and payables in line with GAIN guidelines. • Compiling financial data for consolidation and preparation of cash flow and fund flow statements for review by the Head of Operations.

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- Reviewing and coordinating the monthly closing, ensuring all transactions for the month are recorded accurately and deadlines set by the global finance team are met, and that financial reconciliations and schedules are prepared and presented for approval in line with GAIN's procedures.
- Preparation and accurate and timely release of salary and other payments to staff. Checking the changes in salary as prepared by the HR officer and maintain the consistencies with country office and HQ HR records.
- Working with local banks and timely review of bank statements and bank reconciliation.
- Supporting the Head of Operations on preparation of programme budgets and forecasts, analysis of grants and expenditure.
- Assisting the Head of Operations, budget holders and project managers in preparing country budgets and forecasts and finalizing them in collaboration with the global finance team and in accordance with procedures and published deadlines.
- In coordination with the Head of Operations consultants and programme teams at country office and headquarters, provide support in timely preparation of budgets and forecasts, and quarterly pipelines.
- Preparing and availing statutory financial records (e.g. income tax return) and tax compliance and compliances relating to foreign grants.
- Coordinates proper filling and storage of all financial records.
- Overseeing the proper monitoring of GAIN's funds and assets which are transferred to EAs (Executive Agencies) for the implementation of GAIN programmes.
- Supporting the external audits of GAIN Mozambique.

Support resource mobilization, diversifying revenue growth, programme quality and impact agenda.

- Support the Head of Operations in the development of costings and budgets for new project development, programme design team and the global finance team
- Support the programme team to leverage resources, new business development and diversify revenue growth.
- Support the programme team to develop best practices on budgets and grants management that can attract potential donors.
- Monitoring field work and partners to verify financial expenditure and reports and provide technical support to partners and programme team on effective use of resources.

Donor Reporting and Donor Forecasting:

- Maintaining a schedule of financial reporting deadlines to donors, as part of the donor coordination records in close liaison with project staff.
- Liaising with the Head of Operations, project and international finance staff to ensure that financial reporting templates for all grants are set up in accordance with donor requirements.
- Compiling financial reports to donors as and when required, based on financial data extracted from GAIN's financial systems.
- Providing regular information to global finance staff on indirect costs charged to projects (salaries, infrastructure, and management charges) for journal posting to the accounts, and to assist in reconciling these charges to donor financial reports as they are produced.
- Assisting the budget holders and project managers in ensuring consistency between the narrative and financial elements of reports to the donors.
- As part of the finance team, maintaining file records of donor grants received and reports submitted to donors and ensure that all grant income due are promptly applied for.

Compliance Management

- Support with financial procedures review, update and implementation.

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- Perform follow-up and resolutions for internal and external audit recommendations to improve or enhance the internal control environment.
- Perform the financial review of purchase requests, purchase orders, and payment requests to ensure compliance with GAIN policies and procedures and donors and contracts requirements.
- Ensure that any required donor exemptions and/or pre-approvals are secured prior to incurring the expenditure.
- Provide advice, training, and consultation on compliance with GAIN policies and procedures as well as donor compliance requirements.
- Support the creation and maintenance of systems that ensure effective and transparent use of financial resources for timely and informative reporting in line with donors and GAIN policies and procedures.
- Help identify efficient and effective solutions to issues while ensuring compliance with GAIN policies and donor regulations,

People Management

- Line managing a number of direct reports including supporting work plan development and performance management.
- Developing team members in order to maximize their contribution to the team and organization.
- Support the recruitment, management and development of high performing team in line with the demands of the finance and accounting needs of the country programme.

Key organisational relationships

- The Finance Manager will report to the Head of Operations
- GAIN Mozambique Staff
- Government functionaries
- Work closely with the corporate finance teams in the Geneva, London and Washington offices.
- Legal retainers/Auditors/Tax consultants
- Vendors /Landlord/Consultants

JOB REQUIREMENTS

Competencies (Skills and Attributes)

- Ability to plan and organize a substantial workload that includes complex diverse tasks and responsibilities.
- Problem solving, decision making and delegation skills.
- Excellent oral and written communication skills (English)
- Leadership skills, including the ability to supervise and motivate staff effectively.
- Ability to coach, mentor and provide guidance to supervised staff.
- Knowledge and skill on introducing and implementing GED (Gender Equity and Diversity) principles.
- High level integrity.
- Sound judgment.
- Ability to cooperate with others and work in a participatory manner to achieve established goals.
- Self-confidence.
- Compassion, tact and sensitivity.

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Experience

- Substantial experience in a similar finance managerial position, internal audit / compliance, and supervision of other staff.
- Experience working with an International NGO preferred.
- Experience in managing donor grants such as DFID, USAID, UNICEF, EU, Dutch, Norway etc
- Experience in managing private sector funding and external consultancies.
- Ability to work without close supervision.
- Computer literacy with excellent` MS word, MS Excel, Outlook, PowerPoint and QuickBooks skills.
- Experience with QuickBooks, Navision or similar accounting software required.
- Familiarity with Salesforce is a plus

Education

- Professional accounting qualification.
- Post Graduate degree in finance or business management desirable

Other requirements

- Business English is required
- Local Language is desirable

WHAT GAIN OFFERS

- Flexible working hours
- Friendly working environment
- Professional development opportunities