

Mozambique Jobs Expertini®

Associate Director of Finance & Operations, Quelimane, Mozambique

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Company: FHI 360

Location: Quelimane

Category: other-general

Description

Under the supervision of the Director of Operations & Finance, the Associate Director, Operations and Finance prepares, administers, and directs the budget for anticipated USAID MNCHIN Activity in Mozambique. The Associate Director, Operations and Finance will manage the performance of the finance and operations teams to ensure efficiency, reviewing and approving recommendations for financial planning and control and providing relevant fiscal information to the management team. They will also work closely with the Director of Finance and Operations and the project's senior management team to develop work plan budgets and oversee the financial and operational implementation of the work plans in compliance with established internal controls and FHI 360 policies, manage internal financial audits to ensure continuous compliance, and manage the financial reporting system in coordination with the Regional Financial Analyst and Senior Program Officer to ensure timely submission of financial data (such as accruals, etc.) and financial reports to the funder.

Job Summary/Responsibilities:

Support the operational and strategic functions for the finance & accounting team to ensure compliance and efficiency.

Develop and implement process improvement plans for finance & operations unit to ensure compliance with financial controls and operational procedures.

Review and analyze monthly financial reports regarding budgets – actual and forecast.

Review and approve monthly finance report prepared by finance and administrative staff before it is sent to the Regional Office.

Ensure sound financial management of sub-awards, including appropriate utilization of funds, timely invoicing, financial tracking, etc.

Liaise with key sub-awardees in relation to financial matters as per the project financial guidelines.

Oversee financial aspects of local procurement and contracting, including processing of payments to vendors and service providers, financial monitoring, tracking, etc. as per project financial procedures safeguarding the reputation of FHI 360.

Review procurement of goods and services' packages for compliance with project's policies before they are approved by Director of Operations and Finance.

Provide technical assistance on accounting and financial matters. Identify areas needing improvement and provide necessary staff and sub-grantee development and training.

Provide guidance to technical staff in monitoring sub-project budgets in accordance with approved work plan activities.

Maintain a direct and open communication with the Regional Office on finance and operations matters.

Review and approve procurement of goods and services' packages for compliance with project's policies before they are approved.

Perform other duties as necessary and as assigned by the Director of Finance & Operations and the COP.

Specific Responsibilities

Global Financial and Accounting Services (GFAS) Accounting

- Assume primary responsibility for reviewing the GFAS account promptly and accurately, including the review of bank statements, bank reconciliations, expense/advance reports, and GFAS reports.

- Ensure that the GFAS report is complete, individual transactions are properly documented and approved and all accounts are reconciled prior to submission to Headquarters.
- Work closely with the project finance staff to ensure final reconciliation of GFAS transactions and to resolve questions on the GFAS reports promptly.
- Work closely with the Director, Finance & Operations and COP to prepare cash flow and monthly projection of expenses for replenishment of field funds.

Financial Management of Sub-Awards

- Organize and oversee the process of subaward monitoring by ensuring proper review of supporting documentation is conducted, periodic site visits are scheduled and executed to ensure adequate internal controls and procedures are in place.
- Serve as a liaison between sub-awardees and the project office in matters related to financial management.
- Review information on the payments, invoices, and overall financial status of sub-awards in the monthly commitment tracker.

Accounts Payable and Cost Allocation/Administration

- Oversee the payroll calculation & allocation, ensuring that it is accurately allocated to the correct charge codes based on staff timesheets, Leave, and relevant terminal benefits are accurately accrued.
- Review expense reports submitted by office staff and consultants, provide feedback as necessary.
- Assure proper allocation of expenditures to appropriate charge codes and GL expense categories.

Budget

- Work closely with the Director, Finance & Operations and Chief of Party to prepare annual budgets.
- Control/monitor budget availability for each requisition.
- Maintain, review, analyze and track project budget on a regular basis; record actual costs against approved budget.
- Report any major variances (or projected deviations) to the COP and the regional office.

Administrative Management

- Oversee project activities of Field Office team(s) to support sound fiscal and administrative management of these activities in accordance with FHI Solutions' policies and procedures.
- Ensure compliance with Mozambican laws (including labor laws) and tax regulations.

- Maintain close communications with project partners and HQ staff.
- Assist the Technical Director and other program staff as applicable to prepare advance lists of procurement and technical activities for planning efficient and timely inputs to support work plan activities.
- Keep the Technical Director updated on latest rules and regulations regarding country operations and support him/her to carry out activities accordingly.
- Assist with the recruitment of new staff including salary negotiations, checking of references and following FHI Solutions' HR processes.

Qualifications:

Bachelor's Degree in accounting, finance, and/or other professional certifications in accounting or financial management.

Minimum of 8+ years financial management experience, with at least 3 years in a supervisory capacity, ideally in the context of USG-funded programming.

QuickBooks/GFAS experience strongly preferred

Computer skills, including Microsoft Word and Excel

Ability to interact effectively and collaboratively with a broad range of public and private sector counterparts, donors, and other key stakeholders.

Excellent interpersonal, writing, and English language oral presentation skills.

Previous experience working on USG-funded programming in Mozambique preferred.

Must be able to read, write and speak fluent English; fluent in host country language.

Must be a Mozambican national.

FHI 360 offers a competitive compensation package and is an equal opportunity employer.

Kindly note that only shortlisted candidates will be contacted.

This job posting summarizes the main duties of the job. It neither prescribes nor restricts the exact tasks that may be assigned to carry out these duties. This document should not be construed in any way to represent a contract of employment. Management reserves the right to review and revise this document at any time.

FHI 360 is an equal opportunity and affirmative action employer whereby we do not

engage in practices that discriminate against any person employed or seeking employment based on race, color, religion, sex, sexual orientation, gender identity, national or ethnic origin, age, marital status, physical or mental disability, protected Veteran status, or any other characteristic protected under applicable law.

Our values and commitments to safeguarding:FHI 360 is committed to preventing any type of abuse, exploitation and harassment in our work environments and programs, including sexual abuse, exploitation and harassment. FHI 360 takes steps to safeguard the welfare of everyone who engages with our organization and programs and requires that all personnel, including staff members and volunteers, share this commitment and sign our code of conduct. All offers of employment will be subject to appropriate screening checks, including reference, criminal record and terrorism finance checks. FHI 360 also participates in the Inter-Agency Misconduct Disclosure Scheme (MDS), facilitated by the Steering Committee for Humanitarian Response. In line with the MDS, we will request information from job applicants' previous employers about any substantiated findings of sexual abuse, exploitation and/or harassment during the applicant's tenure with previous employers. By applying, job applicants confirm their understanding of these recruitment procedures and consent to these screening checks.

FHI 360 will consider for employment all qualified applicants, including those with criminal histories, in a manner consistent with the requirements of applicable state and local laws.

FHI 360 will never ask you for your career site username or password, and we will never request money, goods or services during the application, recruitment or employment process. If you have questions or concerns about correspondence from us, please email <

FHI 360 fosters the strength and health of its workforce through a competitive benefits package, professional development and policies and programs that support a healthy work/life balance. Join our global workforce to make a positive difference for others — and yourself.

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