

# Mozambique Jobs Expertini®

## Financial and Administrative Officer, FSSP - Mozambique

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Company: Cowater International

Location: Mozambique

Category: other-general

### **Finance and Administrative Officer – Field Support Services Project, Mozambique**

Cowater is currently recruiting a Finance and Administrative Officer for a proposal under development for Global Affairs Canada's Field Services Support Project (FSSP) in Mozambique. This position, conditional on the project being awarded to Cowater, is full-time and based in Maputo, Mozambique.

The Field Services Support Project will support Canada's programming in Mozambique and other countries in the region by offering technical, research, logistical, procurement and administrative support to Global Affairs Canada's activities and initiatives.

#### **Education:**

Advanced (post-graduate) degree in a relevant discipline such as political science, law, international development, economics, finance, administration, project management, social sciences, engineering, or applied sciences.

Candidates should be able to demonstrate additional trainings/courses in subjects such as project management; public administration; results-based management; human resource management; conflict management; financial management; innovative financing mechanism for international development; capacity building or coaching approach; and gender equality or

gender sensitivity.

### **Minimum Experience:**

At least five (5) years of international development project management and delivery experience;

Prior experience implementing/managing at least two completed (2) prior international development projects;

Preference will be given to candidates who can demonstrate this experience on long term (projects with a duration of 3 or more years), high value (projects with a total value at or above 6 million CAD) projects;

The candidate should have demonstrable experience in the following key functions:

Ensuring that finances are forecasted in an accurate and timely manner;

Maintaining accounts payable and accounts receivable;

Administering payments to suppliers, Contractors and Technical Specialists;

Managing expenditures and supporting documentation for eligible reimbursable expenses;

Monitoring expenses, in accordance with an approved budget;

Preparing and reviewing financial reports;

Developing and managing reporting and invoicing;

Providing financial advice related to local laws and regulations, financial institutions and the estimated expenses for products or services in the recipient country.

Project experience should be for work in developing countries, ideally Mozambique.

### **Key Skills/Responsibilities**

Assisting in the creation and maintenance of records and files including copies of

receipts, invoices, and supporting documents submitted to GAC for reimbursement;

Administering payments to sub-contractors;

Managing expenditures, record keeping and supporting documentation for eligible reimbursable expenses;

Preparing and reviewing financial reports;

Developing and managing reporting and invoicing;

Providing financial advice related to local laws and regulations, financial institutions and the estimated expenses for products or services in the recipient country;

Providing accounting and financial reconciliation services, if required;

Assisting with travel and logistical arrangements for Technical Specialists;

### **Language Proficiency:**

Candidates must possess an advanced professional proficiency in Portuguese and at least an intermediate proficiency in English.

### **Employment Conditions:**

Candidates must be able to live and work in the project country. The ideal candidate will already be living in/based in Mozambique.

### **Application Process**

Candidates must apply before May th. For your application to be considered, please upload your documents as followed: Candidate Last Name, First Name, date, Title of the Position.

Cowater International is an equal opportunity employer, basing employment on merit and qualifications as they relate to professional experience and position expectations. Cowater does not discriminate against any employee or applicant on the basis of race, religion, sex, gender identity, disability, age, or any other basis protected by law.

We thank all applicants, however only those shortlisted will be contacted.

## About Us

Cowater International is a leading global development consulting company founded in 1955. Headquartered in Ottawa, Canada and with corporate hubs in Montreal, Canada, Brussels, Belgium, and London UK. Cowater International has successfully delivered a portfolio of over 100 projects and assignments in more than 100 countries. We work with governments, private sector actors and communities implementing projects that support socio-economic development, institutional strengthening, environmental improvements and advance equal opportunities for all. We are a diverse and experienced team committed to building a better tomorrow for the people we serve. Our adaptive approach to management has led to our yearly award-winning work and recognition as one of Canada's Best Managed Companies since 1997.

We thank you for your interest in building a better tomorrow.

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