



Finance Manager

Job Description

The Finance Manager, working under the direct supervision of the Finance Director will be responsible for data management whilst maintaining data integrity, timely financial reporting as well as analytical reporting, supporting the procurement process ensuring adherence to policy and internal controls, managing receivable and payable accounts. S/he will be the custodian of GRI financial accounting and financial processes to ensure compliance with USAID and GRI policies and shall oversee the daily financial management.

Summary of essential functions include (but not limited to):

- Directs and supports the Finance staff to manage all financial transactions, improve procedures, increase efficiency and provide the means to accomplish set goals
- Ensures compliance and adherence to donor regulations and procedures including adherence to internal controls, accountability of GRI resources for all financial and operational issues
- Provide oversight for the day-to-day financial transactions
- Oversee the finance team to ensure timely and accurate submission of monthly financial reports to Programme Directors and key donors
- Monitors monthly advance activity to employees and ensures timely liquidation bringing any issues to the attention of the Finance Director for action
- Ensure prompt preparation and submission of statutory returns, reports and tax compliance
- Responsible for ensuring that all employees and vendors are vetted according to donor and GRI policies
- Supports preparations and successful conclusions of internal and external auditing activities
- Participates in the reviews of management comments for audit reports and work with the Finance Director and Chief Executive Officer to ensure appropriate action is taken to correct audit findings
- Participating as appropriate, in resolution of financial issues
- Support the UK office, as required

Financial Reporting

- Prepare financial reports
 - Generate various financial reports from sage
- Use the sage reports to prepare financial reports in a format that is user friendly, donor or program tailored (excel, word, PDF or any other format)
- Prepare analytical financial reports with narratives, to help program directors make informed decisions
- Prepare financial statements for receivable and payable accounts, in a format that is user friendly, ensuring that account balances are kept up to date.

Financial Accounting

- Review accounting transactions performed by the finance team
 - Ensuring that payments and receipts are captured in a timely manner
 - Ensuring that correct accounting codes are applied
- Reconcile receivable and payable accounts
 - Conduct monthly reconciliations
 - Maintain up-to-date balances
 - Follow up on outstanding balances with concerned account holders
- Prepare Payroll Journal Transactions and post in Sage
 - Liaise with HR to access relevant data
 - Ensuring that correct accounting codes are applied
- Prepare WHT Journals and post in Sage
 - Review consultancy invoices processed
 - Ensure correct accounting codes are applied
- Reconcile statutory accounts monthly
 - Liaise with HR to access relevant data
 - Prepare monthly reports stating clearly balances outstanding
 - Provide recommendations
- Input program budgets in Sage
 - Acquire approved budgets and file appropriately
 - Ensure appropriate codes are applied in sage for each budget
 - Ensure sage tallies with realigned budgets
- Identify and allocate all direct program related costs from general admin to programs
 - Verify admin transactions and isolate non admin costs
 - Apportion program related costs based on guidance provided by program directors
- Maintain a register of petty cash floats for each petty cash custodian
 - Main a register of all petty cash custodians
 - Ensure payments issued are recorded in a timely manner

- Ensure retirements are submitted timely and recorded accordingly
- ☐ Review in-Kind donations and Asset registers for accuracy, ensuring that these are kept up to date
 - Regularly review the In-Kind donations register for accuracy in terms of value and purpose
 - Regularly review the asset register for accuracy in terms of values and physical location and changes arising from disposals or revaluations

Procurement

- ☐ Support the procurement process and review bid evaluations and provide recommendations
 - Ensure that transparency and fairness is maintained
- ☐ Ensure that procurement procedures are followed and properly documented and that there is value for money without compromising on quality
 - Ensure that GRI interest is always protected and that all critical aspects of the procurement process are addressed

Qualifications and Experience

- ☐ Registered and active member of the Zambia Institute of Chartered Accountants (ZICA)
- ☐ Full CA Zambia, ACCA, CIMA or equivalent
- ☐ Experience working in a similar position and at senior management levels
- ☐ Minimum of 10-15 years of progressive responsible positions in a large-scale, nonprofit environment with increasing responsibility in accounting and/or financial management, including the management and oversight of USAID-funded projects and financial reporting
- ☐ Demonstrated and detailed understanding of financial management, accounting principles, and budgeting
- ☐ Proficiency in accounting software such as Pastel or Sage and MS Office Suite (particularly Excel and PowerPoint)
- ☐ Excellent analytical and problem-solving skills
- ☐ Attention to detail
- ☐ Ability to present financial information clearly
- ☐ Ability to work independently and as part of a team, and proven ability to manage a team and corresponding workflow
- ☐ Strong communication skills
- ☐ Extensive knowledge of and financial management experience with USAID funded programs

How to Apply:

To apply please send your resume/CV to the Game Ranger International Finance Department at euphemia@gamerangersinternational.org or via our website at www.gamerangersinternational.org/vacancies no later than Friday 12th July 2024.

NB: At this stage, you are only required to submit your resume, without your academic qualifications.