



JOB DESCRIPTION

FINANCE MANAGER - Maputo

JOB SUMMARY

Overall Role and Responsibility

The Finance Manager supports the Embassy team in providing strong, efficient and effective financial management and control at mission level to ensure that the mission delivers its strategic objectives. S/he is a member of the Senior Management Team in the Embassy and reports to the Ambassador.

The successful candidate will be expected to contribute towards improving the wider financial management and internal financial control environment of the Irish Aid programme. The Finance Manager will be responsible for the day-to-day management of the Embassy's Finance Unit including:

1. Managing and implementing the financial management system and system of internal financial control;
2. As a member of the Embassy's Senior Management Team, s/he will input into Mission decision making processes, including ensuring the effective and efficient management of resources;
3. Participate in Mission multi annual and annual budgeting; risk management, ensuring value for money;
4. Accurate and complete recording of the financial transactions for the Embassy and Aid Programme;
5. Provision of timely financial management information and reports to senior management within the Embassy and headquarters in Ireland;
6. Ensuring the Embassy is in compliance with all documented control procedures, local taxes and other regulatory payments and relevant accounting standards;
7. Ensuring systems are in place to safeguard the Embassy/programme assets;
8. Providing technical financial support to programmes, primarily capacity assessments for existing and potential partners.
9. Supervision and development of the Accounts Officer and trainee accountant (including providing the necessary mentoring support) within the Embassy's small finance unit
10. Carrying out all routine financial management tasks to a high standard

Management & Communication lines

The Finance Manager reports to the Ambassador, with a secondary reporting line to the Financial Controller in the Department of Foreign Affairs and Trade Headquarters in Ireland. The Finance Manager is a key member of the Senior Management Team and he/she works closely with the Head of Development, Second Secretary, Administration and Programme Staff at the Embassy.

Specific Responsibilities

1. Provision of day-to-day financial management and control of the financial resources allocated to the Embassy and Aid Programme; this includes oversight of finance and accounting in the Irish Aid sub-offices in Niassa and Inhambane.
2. Active engagement in senior management decision-making processes including attendance at senior management meetings.
3. Timely provision of financial information for reporting to headquarters in Ireland and to Embassy management including;
 - a. Monthly and Annual management accounts for Embassy Senior Management and for the Finance Division in Headquarters;
 - b. Preparation of annual financial statements and year end reporting pack to Headquarters in accordance with the year-end reporting timetable and in compliance with requirements of the Irish Auditor General's audit of the aid programme;
 - c. Such other financial reports as may be requested from time to time either by the Embassy Senior Management or by the Finance Division in Headquarters;
4. Overall responsibility for annual budget process, ongoing monitoring of expenditure against budget including reporting of variance analyses; advising on the multi-annual indicative budgeting as part of the Embassy strategic planning processes.
5. Prepare annual financial statements and audit file for Embassy and liaise with Embassy internal and external auditors;
6. Responsibility for the day to day management and administration of the Embassy financial management, including using the "Infor Sun Systems" system
7. Ensuring the Embassy is compliant with the local regulatory system, with particular emphasis on payroll taxes, withholding taxes, pension liabilities and VAT;
8. Providing financial support and advice to Embassy management and advisers overseeing the Irish Aid programme in Mozambique;
9. Management and control of the day-to-day operations of the Finance unit, including bank reconciliation, cash counts, month-end closing etc.;
10. Ensuring compliance with mission financial procedures and appropriate accounting standards including monitoring and improving financial internal controls and safeguarding assets;
11. Support the implementation of the Counter-Fraud Policy of the Department of Foreign Affairs & Trade and working to ensure the risk of fraud is minimised;
12. Working with the relevant programme advisors to carry out financial assessment of the capacity of partners and potential partners.
13. Prudent cash and bank management and monitoring of bank and cash balances on an ongoing basis;
14. Responding to requests for information from Headquarters Finance Division in a timely manner;
15. Participating in regular video conferences with Finance Division in Headquarters and multi country meetings as determined by Finance Division in Headquarters and agreed with the Ambassador;
16. Supervision and development of Finance unit staff in the Embassy;
17. Support the training of a trainee accountant, including providing the necessary mentoring and ensuring work allocations meet the progression requirements of the applicable accountancy institute;
18. Any and all such reasonable additional tasks that the Ambassador may assign.

Qualifications, Skills, Experience and Competencies that are Required:

1. BA in Accounting or related fields from a recognised university, is essential;
2. A high standard in English and Portuguese, both spoken and written, is essential;
3. A minimum of 5 years' experience in a financial management and control role, with at least 3 years at a senior level is essential;
4. Proficiency in the Microsoft suite of applications, specific skills on advanced excel is essential;

Qualifications, Skills, Experience and Competencies which extra marks will be awarded:

1. A recognised professional accounting qualification e.g. ACCA or CIMA. Applicants who are mid-way through an ACCA or CIMA qualification who have particularly strong relevant experience and skills may be considered but the candidate must commit to successfully completing the ACCA or CIMA qualification within 2 years of commencing employment;
2. Experience in the use of financial management accounting packages (knowledge of Infor Sun System would be a strong advantage);
3. Strong analytical and problem solving skills including managing, interpreting, and manipulating large data sets;
4. A very high standard of personal integrity;
5. Proven ability to work under pressure and think laterally in dealing with a wide range of financial issues;
6. Ability to manage staff and deliver results through a team;
7. Strong interpersonal; communication; and negotiation skills with staff and partners;
8. High motivation with a proven ability to work with minimal supervision; Previous experience with an international organisation is desirable but not essential;
9. Strong background and knowledge of government regulations and laws, public sector accounting and financial procedures and regulations surrounding international funding is desirable.

Terms and Conditions of employment

The successful candidate will be based in the Embassy of Ireland, Maputo and will report directly to the Ambassador.

The remuneration package includes insurance coverage on medical. Salaries will be paid directly into a bank account. Please note that there is no scope for negotiation on the remuneration package.