

Salary band 5 – Professional	Senior Finance Manager
Reports to:	Project Director
Deputy:	Project Director/ Accountant

A. Responsibilities

The Senior Finance Manager is responsible for the proper handling, monitoring and reporting of all payment flows and for ensuring the supply of financial resources.

- Overseeing the management of bank accounts and cash books including inventory lists;
- Regular, comprehensive reporting on the project's finances, enabling the Project Director to anticipate and document the financial impact of all project activities;
- Advising the Project Director on all questions of budget planning and calculation as well as on the procurement of materials, goods and services;
- Coordinating all administrative work related to financial management and support other specialists in the performance of their commercial tasks.

The Senior Finance Manager performs the following tasks:

B. Tasks

1. Financial management

- Plan and advise on cost estimates, expenditures by year and budgets in close coordination with financial and administrative staff in the project team, GIZ Country Office and the Head Office
- Monitor, examine and report on the project finances (e.g. financial and contract monitoring, outflow of funds, monitoring of achievement of key results and targets) by using different tools (e.g. expenditure planning tool, Onsite Reporting, SAP), ensuring that all expenditures incurred are according to budgeted lines
- Control the financial process and ensure efficient, economic and transparent implementation within the project and optimize financial processes to minimize currency risks
- Check processed monthly vouchers (petty cash and bank) for bookkeeping and follow up in case of any wrong booking
- Oversee the management of bank accounts, cash books and inventory lists, including conducting monthly cash checks
- Support audits and internal controls and ensure the implementation of findings/results
- Ensures an adequate internal control system (separation of functions, four-eyes principle, compliance with the code of conduct and the procurement guidelines) together with the Project Director
- Communicate GIZ commercial rules, processes and regulations to the project team and partners and consult in commercial questions
- Support acquisition processes in regards of administrative structure, budgeting and staff planning
- Support the financial and administrative preparations for any follow-up project

2. Contracts and procurement

- Ensure adherence to rules and regulations for procurement of services and goods, as well as the development of financing agreements (incl. grants and local subsidies) and any other GIZ specific guideline
- Prepare or support the preparation of contracts and ensure proper filing of contract documents in accordance with GIZ rules
- Support and monitor the financial processing of contracts in close alignment with other GIZ specialists in Sierra Leone and at the Head Office
- Regularly monitor and follow up the project's commitments, receivables and liabilities, in coordination with the GIZ Country Office and the Head Office
- Oversee the maintenance and update of the project inventory including equipment, stock replenishment payment and follow up

3. Staff responsibility

The Senior Finance manager has HR responsibility for administrative, financial and support staff of the project:

- engage in staff planning together with the Project Director
- conduct annual staff assessments and together with the Project Director
- identify and coordinate trainings needs and develop a capacity development concept for the staff
- prepare and coordinate annual leave plans
- coordinate, guide and enable staff to perform their work in alignment with GIZ rules and regulations

4. Other duties/additional tasks

The Senior Finance Manager

- reports all problems with financial administration and compliance without delay
- implements the corporate policy in his or her area of responsibility
- adheres to deadlines by the Project Director, Country Office and Head Office
- actively networks and attends meetings with other finance specialists at GIZ
- maintains close contact with the GIZ-Office Head of Finance & Administration
- performs other duties and tasks at the request of management
- Organize the weekly project administration meeting
- Support the project in the implementation of the GIZ-Gender Analysis

C. Required qualifications, competences and experience

Qualifications

- BA & MA in business administration, accounting and auditing or similar area

Professional experience

- At least 3 years' professional experience in a comparable position
- Experience working for an international organisation is a key advantage

Other knowledge, additional competencies

- Broad commercial knowledge and the ability to efficiently design processes
- Profound knowledge of ICT technologies and computer applications (MS Office, SAP, MS Teams)
- Very good knowledge of English and ideally German
- in-depth understanding of financial planning and accounting
- Structured, open and assertive work approach
- Strong intercultural and communication skills, empathy and language skills

Organizational talent

- Integrity and confidentiality in handling of data and information
- Team player
- Leadership competence
- Willingness to travel nationally and internationally
- Willingness to upskill and self-study as required by the tasks to be performed – corresponding measures are agreed with management

Mode of Application:

Suitable candidates are invited to apply not later than 4th December 2019 at 4.30 p.m.

Applications include:

- cover letter
- CV (including work experience and references)
- photocopies of certificates

have to be submitted in a sealed envelope to: **The HR Officer, GIZ Country Office, 32D Wilkinson Road, Freetown, or to the email address recruitmentsl@giz.de**

Only applicants shortlisted will be contacted for an interview.