



Social Marketing for a Better Life

JOB DESCRIPTION FINANCE AND ADMIN. MANAGER

Job Identification

Job title: Finance Manager
Department: Administration and Finance

Organization Relationship

Directly reports to: Country Manager

Job Summary

- Manage and oversee the operation of accounting functions, including taxation.
- Responsible for reporting and financial management.
- Responsible for financial, strategic, and critical analysis.
- Coordinate office management and personnel functions.
- Act as banking liaison.

Specific Duties & Responsibilities

- **Manage and oversee the operation of accounting functions and systems, including taxation**
 - Responsible for sound financial and accounting recording and reporting.
 - Responsible for monitoring petty cash disbursement and control.
 - Responsible for overall cash flow analysis and monitoring, including managing cash requirements to ensure adequate funds available, in adherence with request processes and policies.
 - Responsible for on time payroll administration and control, including compliance with all the country's regulations and DKT benefits.
 - Responsible for correct and timely submission of taxes.
 - Responsible for timely administration of staff income tax (PAYE), staff SSNIT contributions, withholding tax deductions from service providers, and compliance with any statutory payments.
 - Responsible for inventories reporting, encompassing receiving, transfer, issuance and adjustments of inventories on a monthly and yearly basis.
 - Advise management of company's obligation with respect to taxes and accounting practices as regulated by the Government.
 - Responsible for yearly taxes reporting to Government including restitution of overpaid taxes or payment of underpaid taxes.
- **Responsible for reporting and financial management**
 - Ensure establishment and maintenance of DKT financial records, central paper, and electronic files.
 - Ensure timeliness of financial reports produced.
 - Prepare monthly financial reports for DKT.
 - Prepare monthly reports tracking spending against budgets.

- Prepare monthly inventory reports.
 - Prepare monthly petty cash reports.
 - Prepare monthly sales reports in coordination with Sales and Distribution Manager.
 - Prepare weekly and monthly deposit reports.
 - Coordinate and disseminate to appropriate parties yearly audits of local operations (local in-house & external audits).
 - Oversee and assist in annual audit requirements – local and/or from the Head office.
 - Responsible to incorporate annual budget to accounting/system.
 - Participate to ensure that procurement of goods and services comply with regulations and the country's taxation system.
 - Lead in making sure the policies, procedures, and systems are followed among staff or are reconsidered and revised if needed.
- **Provide financial, strategic and critical analysis**
 - Participate in and coordinate the development of budgets and strategic plans
 - Responsible for annual budgeting and cost control.
 - Responsible for monitoring expenditure against budget.
 - Conduct analysis of budgets and spending making recommendations for way forward
 - Develop and share functional analyses of sales, stock, petty cash, office expenditures and performance
 - Liaise with Country Manager and Lead Team on financial planning, budgeting, and funds management
- **Coordinate office management, personnel functions and warehouse operations**
 - Monitor maintenance and repair of company vehicles and other assets.
 - Ensure efficient and effective telecommunication services within the office.
 - Monitor and supervise output of contractors and suppliers.
 - Monitor procurement, storage and distribution of office materials and supplies.
 - Ensure proper implementation of personnel policies.
 - Monitor and make recommendation on staff welfare issues.
 - Assist in recruitment process for approved vacancies, job training, placement staff compensation plan & benefit, retirement and termination.
 - Prepare payroll and pay staff salaries.
 - Monitor vacations, leaves of absence and sick leave.
 - Coordinate safe handling of inventory of office goods and other assets and their security.
 - Reconcile and report stock status on regular basis.
- **Act as banking liaison**
 - Liaise with the banks and other financial institutions
 - Ensure professionalism in all project dealings
 - Ensure that all financial legal requirements are followed.
- **Other Duties:**
 - Provide management oversight and guidance to supervised staff.
 - Appraise staff supervised.
 - Represent DKT with all partners including; bankers, trade vendors, projects, consultants, -- maintaining positive, professional relationships and image.
 - Partner effectively with other DKT staff.
 - Perform other duties as assigned by Country Manager.
 - Assure confidentiality in handling business related issues.

Work Guides and References

- Business Plan and Budgets
- Personnel Policies & Procedures Handbook
- Standard Operating Procedures Manual
- Descriptions of DKT International and Social Marketing

Position Objectives

- Ensure timely processing of finance, accounting, and procurement and admin functions.
- Increase cost-effectiveness of DKT operations.
- Contribute to overall program goals.
- Assist Sales and Marketing Department in achieving sales targets.

Key Performance Indicators

- Effectiveness and quality of accounting, reports, and cash management.
- Quality and accuracy of documents prepared and processed.
- Efficiency of finance, accounting, and administrative operations.
- Positive image level of DKT in the eyes of customers and partners.
- Morale level of DKT employees.
- Effectiveness of personnel systems.

Position Requirements

- Minimum Education
 - University degree
- Formal Training
 - Financial management and accounting
- Work Experience
 - At least 3 years' experience in similar occupation
 - Experience in international company
- Skills and abilities
 - Analytical skills
 - Strong interpersonal skills
 - Strong collaboration skills
 - Writing & communication skills
 - Enthusiasm and initiative
 - Strong organizational skills
 - Flexibility
 - Effective time-management
 - Integrity and honesty
 - Computer literacy