

Country Finance Manager



Summary

Working directly under the supervision of the Country Director, the Country Finance Manager, will be responsible for overall financial management of Nascent's program in Cameroon by ensuring effective strategic and operational financial planning, monitoring, and reporting that enhance use of data for decision making; in compliance with statutory and regulatory requirements of USDA, Nascent Solutions and the Government of Cameroon. S/he will also oversee all the finance aspects of effective grant management and donor reporting.

Location: Yaounde, Cameroon
Type of Employment: Salaried, full-time
Reporting: Reports to Nascent's Country Director

Duties and Responsibilities

- Main advisor to management on all matters relating to financial management.
- Prepare financial information and interpret results to promote stewardship and manage risks.
- Stay abreast of changes in the financial operating environment and promotes policies and processes to ensure the project adapts to these changes.
- Continuously improve, develop and enforce policies, procedures, structures and systems that provide for consistency, integrity, professional standards, accountability, transparency and legal requirements.
- Closely support the country team in leading the organization in the growth phase from a finance standpoint,
- help increase long-term financial visibility by being a strategic and data-driven partner.
- Oversee accounting, bookkeeping, and the hospital's cash office.
- On a monthly basis, update the finance workbook with actual and updated projections, and provide adequate information for broad finance decision making.
- Supervise and manage the finance team, with a focus on talent development and retention.
- Stay up to date with developments in the finance space and incorporate best practices at all times.
- Effectively manage cashflow and advise fundraising team regularly.
- Oversee grant management and ensure program outcomes more clearly link with finances

- Spearhead the development, implementation and periodic review of operations plans, management plans, budgets, work plans and activity schedules that support effective program delivery.
- Track restricted funds and monitor donor fund balances to ensure program teams are up to date with their financial situation and to ascertain prudent and compliant management of grants and funds received from donors and partners.
- Supervise all aspects of the organization's accounting and financial management and ensure that use of organizational resources directly contribute to program outcomes.
- Build on current efforts to include program teams in financial planning and tracking.
- Help develop donor budgets for new proposals following proposal guidelines and templates
- Facilitate the development and implementation of finance standard operating procedures for all program areas and activities.
- Ensure timely preparation and submission of periodic financial reports, management reports and donor reports.
- Plan and oversee annual project audits and ensure timely response to audit queries and issues.
- Ensure that the organization's assets and other resources are safeguarded against financial loss through fraud and error by maintaining sound internal controls systems
- Conduct organizational risk assessments and plan for mitigation of risk.
- Proactively develop financial forecast analysis to assist in areas such as management of currency risk and cost allocation rates.
- Oversee monthly, quarterly, bi-annual and annual analysis of the project's trial balance and financial reports.
- Lead the process of analysis and interpretation of financial reports to ensure that accurate financial data is provided to the Country Director to inform decision making
- financial reports to the COP and the Country Office.
- Oversee timely and accurate financial year-end closure and submission of year-end reports.
- supervise and mentor administrative assistant and sub-grantees working on specific-based activities/sectors.
- Contribute to the planning and implementation of capacity building for grant/project-based staff.

REQUIRED SKILLS & QUALIFICATIONS:

- Master's degree in Accounting, ACCA, Business Administration, or closely related field.
- Minimum of 10 years' experience managing financial, accounting, administrative and operations functions within and INGO environment

- Experience with project accounting requirements, particularly US Government-funded, and experience in creating, utilizing, and managing systems and staff that ensure compliance with those requirements.
- Experience using the Quickbooks accounting software
- Experience in budget monitoring and managing financial reporting requirements.
- Experience managing a wide range of finance and administrative staff and mentoring of a team of operations and financial staff.
- Balance of strong analytical and interpersonal skills.
- Demonstrated success in achieving results under challenging implementation circumstances.
- Fluency in English is required and knowledge of French is desired

About Nascent Solutions

Nascent Solutions (Nascent) is a US-based 501(c)(3) non-profit international development organization. Its mission is to enable vulnerable people, especially women and children in rural Africa, to develop skills for self-sufficiency. The organization's areas of focus are food security and nutrition, health, literacy and skills development, and gender equity.

How to Apply

Please submit a CV and cover letter to Apply@nascents.org

Closing date for applications is December 3, 2018, but candidates are encouraged to apply early as we are looking to fill the position quickly.