



## **Finance and Administration Manager: AHF Mozambique**

### **Summary:**

Responsible for day to day Finance and Administration functions of AHF-Mozambique program. These functions will be executed by ensuring compliance to Global Policies and Procedures. The position is responsible for supporting the CPM in all operational and finance functions on daily basis. The position holder will be responsible for establishing and managing relationships with key stakeholders like bank, suppliers, partners and service providers. The Finance and Administration Manager will oversee all in-country support functions such as Logistics, Procurement, Administration, Finance, Human Resources, Fleet Management and Security services. This position will be directly supported by the Operations Officer and Administrative Assistant.

### **Reports To:**

The incumbent will report to the Country Program Manager for day to day administration issues and all finance related matters to the Regional Finance Manager- Southern Africa Bureau on behalf of the Director of Global Accounting.

### **Essential Duties & Responsibilities:**

#### **Finance Responsibilities includes the following.**

1. Manages the full accounting cycle functions and maintains accounting practices to ensure accurate and reliable data necessary for the Mozambique program operation.
2. Ensure that the financial structure and reporting practices are following AHF policies and procedures as well as with rules and regulations governing grants and supports grantor requirements.
3. Liaisons with Global accounting staff and accounting firms. Communicate timely and very concisely with our Global staff and ancillary services.
4. Ensure accuracy and timely reporting of accounting data and financial analysis related to the Global division.
5. Supports the processes that assist managers in making strategic and operational data-based decisions by delivering timely, accurate and relevant financial information.
6. Liaisons with Corporate Headquarters in Los Angeles, CA (USA). Provides assistance to the CFO, Associate Chief of Finance, and Director Global Accounting as requested
7. Review, analysis and verification of various business transactions including all revenues, expenses, and accruals.
8. Review monthly general ledger for accuracy with and provide periodic updates, variance analysis and performance reports.
9. Provide cash management oversight. Prepares monthly cash budget and manages cash flows by assuring that adequate cash is available. Assures that no payroll or inappropriate purchases are made from the petty cash.
10. Provides information to Corporate Finance about compulsory legal requirements including: required tax filings and other legal business filings, insurance requirements, and any other requirements that may be mandatory in Mozambique. Assist AHF in assuring compliance with all laws and regulations.
11. Provide assistance by supporting Global accounting efforts as directed.
12. Provide support with Annual Financial Audits, Contract Audits, and any additional audits as necessary.
13. Coordinate and consolidate country budgeting process.
14. Communicate closely with the Finance Department located at Los Angeles Headquarters.
15. Perform constant monitoring of financial and accounting requests and submissions to assure compliance with policy.
16. Manage staff advances assuring that advances are controlled, monitored, and cleared. Assures that policies are followed.
17. Review all reconciliations of balance sheet accounts prepared by accounting firm
18. Review depreciation/fixed asset schedules prepared by accounting firm.
19. Analyze budget vs Actual reports from LA on a monthly basis and support the CPM with key information for decision making.
20. Train both Finance and non-finance staff and Supports the programs to comply with AHF policies and procedures as well as national laws.
21. Other duties may be assigned.

#### **Administration Responsibilities includes the following.**

1. Oversee procurement and supply chain management of goods and supplies to supported health facilities
2. Ensure all assets are insured at all times.
3. Ensure all staff are well covered on health insurance and group life cover

4. Manage all inventory and ensure usage reports are produced on a monthly basis.
5. Work closely with the Operations Officer to ensure procured commodities are delivered to sites on time.
6. Respond timely to all requests from health facilities to ensure smooth running of the clinics.
7. Ensure the office is maintained clean and all utilities like internet, water, electricity are always paid for.
8. Build relationships with service providers to ensure smooth support of the program
9. Work closely with accounting firm to ensure accurate payroll is processed on time.
10. Work closely with the CPD to support all recruitments and onboarding of new staff
11. Provides operational direction and integrative coordination in the planning, development and implementation of the program /health delivery systems
12. Identify areas of concern and improvement related to finance operations.
13. Participates in the General staff meetings and other various meetings as assigned and takes the lead in relevant meetings e.g. operations meetings
14. Participates in the review of policies and procedures as the need arises.
15. Management of leases, contracts, MOU's and other agreements.
16. Management of all renovations and construction projects
17. Provide direct supervision to administration and operations staff.

**Participation in AHF Meetings/Committees:**

Attends relevant AHHF general meetings

**Supervisory Responsibilities:**

Initially, this position does not have any supervisory responsibilities but may assume some as needed.

**Education and/or Experience:**

Education: University degree Financial and Accounting and part qualification of any professional course ACCA, CPA, CAT, is a MUST. Minimum of 3 years working experience with an international NGO advantageous. Excellent computer skills especially. Excel spreadsheets and MS Word; Experience in usage of any accounting software.

**Language Skills:**

As AHF is a Global organization and the incumbent will be dealing with various staff across the globe, Fluency in English is non-negotiable. Fluent in English: read, write, speak.

Ability to read, analyze and interpret financial documents. Capability of report writing, prompt and effective communication are ideal.

**Mathematical Skills:**

Ability to read, analyze and interpret financial documents. Capability of report writing, prompt and effective communication are ideal.

**Other Skills and Abilities:**

- Sensitivity to ethics and confidentiality on finance, HR information.
- Good communication and interpersonal skills.
- IT Knowledge and any Accounting Package
- Pro-active attitude
- Strong initiative and Good team player.
- Excellent command of oral and written communication skills
- Result oriented

Interviews will be conducted in English with staff from different countries.

**Interested candidates should send their applications in ENGLISH to: [HR.SouthAfrica@ahf.org](mailto:HR.SouthAfrica@ahf.org) with a subject line Finance & Administration Manager: AHF Mozambique. The closing date is 05 March 2023, Only shortlisted candidates will be contacted.**

**NB: All CVs must be in English**