

## JOB DESCRIPTION MANAGER FINANCE

<b>Position</b>	<b>Department</b>	<b>Reports to</b>	<b>Reportees / Supervision</b>
Finance Officer	Finance Unit	Director Finance	None

### 2.0 POSITION OBJECTIVES

Under general direction, supervise Finance staff and perform a wide range of complex professional duties in the analysis, preparation and maintenance of financial analysis and reports.

### 3.0 JOB RESPONSIBILITIES, DUTIES AND TASKS

#### 3.1 *Core Responsibilities & Duties*

1. Finance Coordination: Maintain Finance Log and manage payments processing cycle.
2. Petty Cash Management: Manage Petty Cash
3. Financial Reporting:
  - Prepare accurate and timely financial reports for management, donors, and stakeholders, ensuring strict adherence to reporting deadlines.
  - Assist in the development and implementation of financial reporting processes aimed at enhancing efficiency, accuracy, and data integrity.
  - Maintain comprehensive records of financial transactions, ensuring proper documentation, classification, and coding for easy retrieval and audit compliance.
  - Assist in the preparation of clear and comprehensive financial narratives and explanatory notes for reports, promoting clarity and transparency in financial communication.
  - Provide necessary documentation and explanations during internal, project and external audits, ensuring a smooth audit process.
  - Stay informed about relevant financial regulations, accounting standards, and reporting guidelines to ensure compliance.
  - Respond to queries related to financial reporting from internal stakeholders, management, and external partners, offering clear and accurate information.
4. Finance-related work assigned by Supervisor

<b>4.0 JOB SPECIFICATION (MINIMUM JOB REQUIREMENTS)</b>			
<b>Education</b>	<b>Work Experience (In Yrs)</b>	<b>Sector Experience (In Yrs)</b>	<b>Skills</b>
Master's degree in finance, ACCA, CA Intermediate	2-3 Years	2 Years	<ul style="list-style-type: none"> <li>➤ Excellent organizational and time management skills</li> <li>➤ Excellent verbal and written communication skills.</li> <li>➤ Team building</li> <li>➤ Analytical and problem-solving skills</li> </ul>
<b>5.0 DECISION-MAKING &amp; AUTHORITY</b>			
No significant decision making required			
<b>6.0 PERFORMANCE INDICATORS</b>			
Timely final settlements		Readily available donor reports	

**How to Apply:**

Share your resume: [jobs@sdpi.org](mailto:jobs@sdpi.org), Mention position name in subject line.

Last Date to Apply: **November 03, 2024.**