

## JOB DESCRIPTION AND PERSON SPECIFICATION

**JOB TITLE:** Project Finance Manager/Programme Finance Coordinator

**PROJECT:** SIDA II, Packard and other related projects

**REPORTS TO:** Finance Team Leader

**REPORTING TO POSTHOLDER:** N/A

**LOCATION:** Addis Ababa (with travel to field offices)

**DURATION & HOURS:** Until December 2022

### PURPOSE OF THE ROLE

The post holder will be responsible for all financial management with respect to the '**SIDA II, Packard and other related**' projects including, but not limited to development and modification of budgets & forecasts; preparation and submission of donor financial reports on time and accurately; ensuring compliance with grant conditions relating to finance; provision of financial analysis and support on ongoing budget management; monitoring of on-going spending.

He/she will also be responsible for building the capacity of the relevant project finance team and work as a principal contact for project audits. She/he will be responsible for the overall financial management and reporting practice of respective projects (i. e budgeting & monitoring, reporting, ensuring compliances, supporting programme leads, supervision) and support on proposal development.

### KEY TASKS AND RESPONSIBILITIES

- Responsible for project budget preparation, revision and monitoring
- Responsible for BMR updating, sharing to respective PM/PCs, SMT and London-Finance
- Identify budget variances on respective monthly BMR ,get justification from PM/PC and report to SMT
- Prepare JVs and post project specific expenditures/ adjustments on time and ensuring accuracy
- Ensure project audits (internal, external & donor) are planned for, properly managed & reported
- Ensure all relevant staff members are informed of donor requirements; and work closely with program and other support functions to ensure compliance
- Prepares donor and other financial reports of respective project on time; ensuring qualities & compliances
- Review and post all project related financial transactions arising at field office level (as assisted by SFO) and submitted by partners/consortium members
- Monitors consortium partners financial management (including donor compliances) and reporting in relation to the respective projects that Farm Africa leads on
- Work on building the capacity of other finance team of Farm Africa as well as partners

- Support & advise the respective project & corporate team on procurement of
- Items/service/work (eg. by being a member of Tender committee)
- Train and enhance the skills in budget management
- Ensure the communication of finance policies and procedures with in Farm Africa, with partners and other stakeholders as appropriate
- Verify and/or approves financial transactions & vouchers as specified on finance manuals
- Ensure the presence of "Live" financial system, i.e. ability to run BMRs bi-weekly to get live picture of spending on project during the month
- Prepares donor reports on time and ensuring qualities
- Support Programme Manager/Coordinator in monitoring variances and getting responses to any variances that exceed agreed limits.
- Review and post all project related financial transactions arising at field office level and submitted by partners/consortium members
- Prepare donor currency fund status report on a monthly basis and assist program staff on currency gain/loss analysis
- Prepare grants/contracts donor reports for contract monitoring and submission to donors
- Review and analyse sub grant reports and pass the necessary journal entries for assigned partners' financial reports
- Follow up and monitor project accounts to ensure that their spending is within the new CSA guideline
- Provide training to project staff for which she/he is responsible on donor requirements and related compliance requirements as well as travel to project sites. Give appropriate induction and training on Farm Africa anti-corruption and bribery policy and make an effort to ensure compliance donors requirements
- Be part of project audit process as well as in the annual general audit of Farm Africa
- Contribute to the improvement of the finance systems and working standards and establish good network with similar NGOs as well as partner organizations
- Keep up to date with developments in the sector, including best practice examples and ensure ongoing personal development and learning
- Ensure the communication of finance policies and procedures with in Farm Africa, with partners and other stakeholders as appropriate
- Performs other duties as assigned by the line manager.

These essential functions are not to be interpreted as a complete statement of all duties performed. Employees will be required to perform other job-related duties as required. All work responsibilities are subject to having performance goals and/or targets established.

PERSON SPECIFICATION	
Essential	Desirable
<b>Education, qualifications &amp; other knowledge</b>	
ACCA/Second Degree or equivalent in the area of finance/accounting and related fields	Knowledge of SUN & Vision 6 accounting system
Excellent communication skills in English language(both written and verbal)	
A sound understanding of administration procedures	

Good understanding and firm belief in gender equality	
<b>Experience</b>	
Above five years of experience in financial management in similar organizations	
Experience of working with major donors, as well as Federal and Regional Government and the CSA	
Significant financial management experience at a senior level.	
Project budget monitoring in multiple currencies	
Presentation of complex financial and non-financial information	
<b>Skills &amp; abilities</b>	
Skills in budgeting and maintaining accounts	
Proactive & innovative approach to problem solving	
Ability to work under pressure and plan / prioritise workload	
Financial analysis and forecasting	
Strong technical accounting knowledge and advanced excel skills	
Excellent communication skills (written and verbal)	
Strong report writing skills	
Strong interpersonal skills	
Strong sense of integrity and personal commitment to the goals and values of Farm Africa	

## Our Values

Investing in smallholder farming is the number one way to combat poverty in rural Africa. Farm Africa is a leading NGO specialising in growing agriculture, protecting the environment and developing businesses in rural Africa.

**EXPERT:** Expertise and insightful evidence-based solutions are at the heart of everything Farm Africa does.

**GROUNDLED:** Our teams and partners work closely with local communities, engaging them in every level of decision-making.

**IMPACTFUL:** We deliver long lasting change for farmers, their families, and the environments they live in.

**BOLD:** We model innovative approaches and are not afraid to challenge strategies that are failing.

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Those who meet the above requirements should submit their short CV (maximum of 4 pages) and a cover letter (maximum 1 page) addressing [ethrecruitment@farmafrica.org](mailto:ethrecruitment@farmafrica.org) with the

subject **Project Finance Manager/Programme Finance Coordinator** by **20 October 2021**. We will conduct the screening as we receive the applications.

**Only short-listed candidates will be contacted.**

*Farm Africa is an equal opportunity employer and promotes gender equity. Canvassing will lead to automatic disqualification. Farm Africa does not charge a fee at any stage of the recruitment process. (E.g. Application, interview, meeting, processing, training or any other fees).*