



ADRA

JOB OFFER

Senior Finance Manager

Position:	Senior Finance Manager (SFM)
Location:	Tshikapa, Kasai, Democratic Republic of Congo
Administrative Supervisor:	Chief of Party (COP)
Technical Supervisor:	Director of Finance & Administration (DFA)
Employment:	International

ABOUT ADRA:

The Adventist Development and Relief Agency is an independent, humanitarian agency established for the specific purpose of providing individual and community development and disaster relief. ADRA International serves over 100 countries and has been present in the Democratic Republic of the Congo (DRC) since 1994. Its programs are supported by USAID, UNFPA, Global Fund, etc. ADRA DRC is undertaking programs in (DRC) in the fields of health, child protection, education, non-food item and food distribution, cash assistance, and livelihoods programming. Our work in these challenging settings gives rise to some of the most pressing issues facing contemporary humanitarian action, including questions of access, security, funding, and coordination.

ADRA is implementing a five-year multi-million-dollar USAID/BHA-funded Resilience Food Security Activity (RFSA) called Tudienzele, in Kasai, DRC, and seeks passionate, engaged Senior Finance Manager who embodies our values of connectedness, courage and compassion to provide financial leadership and direction for the Tudienzele Program.

All candidates must understand, respect and honor the mission, purpose, and identity of ADRA.

JOB SUMMARY:

The **Senior Finance Manager (SFM)** will be a strategic thought-partner, and report to the **Chief of Party (COP)**. The successful candidate will be a hands-on and participative director and will lead and develop an internal team to support the following areas: Finance and Budget.

The **Senior Finance Manager** will play a critical role in partnering with the PROCOM in strategic decision making and financial management as the Tudienzele Program continues to enhance its quality programming and building capacity. This is a tremendous opportunity for a Senior Finance Manager to maximize and strengthen the internal capacity of a well-respected, high-impact program. Position is based full-time in Tshikapa, Kasai, DRC.

Responsibilities

Financial Management

- Analyze and present financial reports in an accurate and timely manner; clearly communicate monthly financial statements; collate financial reporting materials for all the funding segments and oversee all grants accounting.
- Monitor and oversee the financial management for all in-country activities for Tudienzele; including the oversight of financial expenditures, accountability and maintain appropriate internal controls to safeguard the organization's assets, control the treasury, and prevent fraud and malpractices.
- With guidance and instructions from the COP, support HR, Head of Sub Office, Program and Project Managers and Procurement Teams; negotiate agreements and amendments, including all contractual terms that ADRA has with contracting agencies and partners. Supervise, train and mentor staff and project managers on ADRA's administrative/financial policies and procedures and USAID Rules & Regulations; evaluate regular financial reports and act to resolve anomalies and unusual trends.
- Coordinate and lead audits and spotcheck processes and cooperate with external/internal/donors' auditors.
- Collaborate with the Program Compliance Manager to ensure effective and efficient risk management.
- Oversee and lead budgeting and planning processes in conjunction with the COP; administer and review all financial plans and budgets; monitor progress and changes; and keep senior management abreast of the program's financial status.
- Manage Tudienzele Program Cash Flow and forecasting.
- Implement a robust contracts management and financial management/ reporting system; ensure that financial data and cash flow are steady and support operational requirements.
- Ensure compliance with all necessary organization's policies and accounting practices, donor Rules & Regulations.
- In collaboration with ADRA Director of Finance & Administration (Country Office based in Kinshasa), proactively suggest if necessary required improvements to organizational policies and procedures to enhance overall reporting and performance.
- In conjunction with the COP, effectively communicate and present critical financial matters to the PROCOM.
- Ensures that the various internal procedures are properly applied.
- Responsible for internal control in general.

Internal Controls.

- For all payments, ensure compliance with the Procurement Procedures and donor USAID Rules & Regulations for goods and services has been adhered to before any disbursement made.
- Manage and review expenses while operating within budget provisions.
- Confirm that all contractual clauses and donor regulations are adhered to in the process of procuring services or goods.

- In collaboration with the Senior Operations Manager, ensure realistic and effective Procurement Plans and Procurement Tracking are developed and kept up to date.
- Review/Implement robust documentation and records keeping/safeguarding procedures.

Logistics and Warehouse Management

- In collaboration with the operation Manager, ensure that Fleet and Warehouse Management related expenditures of the Tudienzele Program are efficiently and reasonably carried out and in line with approved budget and donor Rules & Regulations.
- In collaboration with the Senior Operations Manager, review that inventory and equipment acquired are regularly protected against risks of all kinds (theft, destruction, etc.) and are always auditable.

Minimum Qualifications Required

- Bachelor's degree in accounting and finance or any related field
- 5+ years of proven experience in similar position or equivalent
- Experience in an international not-for-profit environment
- 5 + years of experience in a leadership/management position with experience overseeing diverse teams.
- Excellent Knowledge and familiarity with the Rules and Regulations of USAID.
- Excellent written and oral communication skills
- Ability to work in a team, communicate well, meet deadlines and make recommendations for change.
- Excellent computer skills, in word processing and spreadsheets
- Language: French & English proficiencies

Preferred

- Knowledge and demonstrated experience in the use of SUN accounting software tools and systems
- Experience in Financial management in DRC and other settings

Qualities Required

- Demonstrates integrity, honesty, credibility, and ability to promote integrity and business ethics by modeling ADRA's values and ethical standards.
- Strong analytical skills
- Program Finance leaders often encounter complex financial challenges. Strong problem-solving skills are valuable.
- Familiarity with financial regulations, compliance, and reporting requirements is crucial.
- Focuses on impact and result for stakeholders and responds positively to feedback
- Consistently approaches work with energy and a positive, constructive attitude
- Self-control, calmness, good demeanor even under intense pressure
- Availability even beyond regular official hours whenever necessary in the light of the exigencies of the work.
- Proactiveness, creativity and taking appropriate initiatives to adequately address challenges
- High level of responsiveness and work ethics
- Ability to deliver expected results under minimal supervision.

- Demonstrates openness to change and ability to manage complexities
- Willing to travel to support field teams in the project areas.
- Leadership skills and ability to ensure effective teamwork, collaborative behavior and team spirit and conflict resolution.
- Ability to develop collaborative and harmonious relationships with external partners and all stakeholders.
- Previous experience within a conflict and/or post-conflict and multicultural setting highly desirable
- Excellent communication and negotiation skills to persuade and positively influence others
- Professional written and oral proficiency in French and English highly preferred
- Ability to multi-task and prioritize work schedules

This list is not exhaustive and may be supplemented, amended or clarified verbally or in writing by the Administration or Management.

How to Apply

- We invite you to post your CV in Microsoft Word format **in English** (compulsory mention of the position title in subject of your application): " **SENIOR FINANCE MANAGER** "and your application letter (**in English**) via our website (complete the application form: TDZRecruit@adradrcongo.org no later than **"December, 31, 2024"**)
- Provide us with three references in connection with your previous employments;
- Only prequalified candidates will be invited;

"Qualified woman are encouraged to apply."