

## Director of Finance & Administration

<b>Title:</b>	Director of Finance & Administration
<b>Department:</b>	Finance
<b>Supervisor(s):</b>	iDE Mozambique Country Director & iDE Vice President of Finance
<b>Start Date:</b>	June 2021 (or TBD)
<b>Status:</b>	Full-time
<b>Location:</b>	Maputo, Mozambique

iDE is a global development organization that advances market-based approaches in agriculture; access to finance; and water, sanitation, and hygiene (WASH) to create income and livelihood opportunities for economically and socially disadvantaged households. With offices in 12 countries around the world iDE began operations in Mozambique in January 2010 with the goal of improving the income and livelihood opportunities of the rural poor and uses an integrated, value-chain development approach to implement agricultural development initiatives that increase productivity and income for smallholder farmers.

iDE Mozambique is currently seeking a **Director of Finance & Administration (DFA)**. This position is based in Maputo.

### Scope of Work:

Reporting to the iDE Mozambique Country Director, the DFA is a critical member of the iDE Mozambique leadership team charged with supporting the overall financial and administrative support for the country programs and ensuring compliance with iDE financial policy, timely and accurate financial reporting for management and donors and supervision of finance and operations staff. The DFA must prepare financial reporting that strictly complies with reporting requirements from a variety of donors and in a variety of formats. The DFA also ensures that financial audits are performed in accordance with iDE expectations. This includes annual financial statement audits and donor stipulated audits.

This position also reports indirectly to the iDE Vice President of Finance (VP) / Regional Finance in a matrix reporting arrangement. The DFA is required to communicate and collaborate with the Regional Finance leader on a regular basis to ensure achievement of goals. The DFA will be given performance feedback by the iDE VP of Finance / Regional Finance leader and the Mozambique Country Director.

### Duties and Responsibilities:

- Ensures, in close cooperation with the Country Director and VP of Finance, that iDE's financial policies are clearly communicated and enforced throughout iDE Mozambique to ensure the highest possible integrity and compliance with policy. This should be demonstrated by consistent achievement of high quality audit reports.
- Directs the planning, organization, and implementation of procedures for fiscal reporting and administration, risk management, cash management, foreign currency exchange and banking relationships including reporting and compliance on KIVA microfinance loan arrangements.
- Provide comprehensive, timely, and accurate analysis and interpretation of all financial reporting to assist the Country Director and other iDE Mozambique managers in achieving objectives.
- Timely and accurate financial reporting must also be provided to iDE's headquarters office on a monthly basis including analysis of any budget variances and highlighting of any key risks.
- Ensure compliance with Mozambique tax and statutory reporting requirements, as applicable for the non-profit sector. This includes submission of quarterly provincial financial reports.
- Oversee day-to-day administrative management of iDE Mozambique. This includes review of payroll, monitoring vacation schedules, utilization of iDE vehicles, inventory management, travel approvals and petty cash.
- Manage the annual audit for iDE Mozambique to ensure timely completion of the audit.

- Refine and implement financial systems and procedures for program management and delivery consistent with donor requirements.
- Support the Country Director and senior technical staff in the development of detailed annual work plans and budgets.
- Support the Country Directors and senior technical staff in achieving success of country programs by developing forecasts of grant activity on a monthly basis to ensure that resources are properly deployed to optimally support active grants. Ensure that timesheets are properly prepared and reviewed to accurately document and support work efforts on these active grants.
- Contribute in preparation and timely submission of donor required deliverables and milestones.
- Manage compliance and financial reporting on the KIVA microfinance program that provides important sources of loans to entrepreneurs in Mozambique.
- Support project management at a strategic level to identify resources necessary to meet the organization's goals and deliverables.
- Create organizational and program budgets; monitor expenses against program budgets, and provide precise reports throughout project implementation and close-out.
- Monitor project resources to ensure timely requests/transfers of funds from HQ as appropriate.
- Prepare consolidated reports on the overall financial progress of programs for donors and HQ finance.
- Maintain effective linkages between technical components and finance and administrative functions within the organization.
- Manage overall accounting and booking for the organization and ensure that financial records are up to date and accurate.
- Prepare for annual audit and lead with auditors to complete annual audit reports.
- Oversee logistics and assist in effective implementation in the field.
- Continually refine financial and operations procedures in line with HQ guidance for all programs and train staff on these procedures to ensure sound management.
- Provide senior administrative support to project procurement responsibilities including the management of vendor relationships and ensure compliance with iDE policies and procedures.
- Supervise finance and operations staff located in Maputo and in the field offices in central and northern regions of Mozambique, including periodic travel to these regions for on-site supervision

**Qualifications:**

- Advanced Degree in Finance, Business, Economics or other related field preferred.
- Minimum of 8-10 years' professional experience in financial and operational/strategic management (budgeting, accounting, auditing) of donor funded projects.
- Minimum of three years of supervisory experience, including direct supervision and mentoring of a team of staff capable of providing excellent financial support for a growing organization
- Strong technical accounting knowledge required including familiarity with International Financial Reporting Standards (IFRS) and US Generally Accepted Accounting Principles (GAAP). Prior public accounting experience as a Certified Public Accountant or Chartered Accountant is strongly preferred.
- Demonstrated prior experience as financial leader for an international non-profit is required including knowledge of one or more bi-lateral donors' rules, regulations, and policies (USAID, DFID, SIDA, etc.) and experience developing and managing donor grant agreements and/or subcontracts that comply with strict technical requirements.
- Ability to systematically break down complex problems, complete an assessment of options and propose the optimal situation.
- Proficient in collecting and analyzing financial data and producing coherent reports for donors and suppliers.
- Ability to manage multiple competing priorities and set clear, reasonable objectives for staff to ensure a positive and highly productive work environment. This includes the ability to keep both Country Director and VP of Finance apprised of any potential risks to established deadlines and priorities and to continuously seek solutions to independently mitigate those risks.
- Experienced in balancing between being highly supportive while also needing to occasionally push back on unreasonable requests that may create risks to the organization or to clearly agreed priorities.
- Strong analytical and organizational skills.
- Competent at working with teams and staff/contacts that may be in different locations, eg headquarters staff, local office staff and regionally based staff.
- Proficient in accounting software. iDE uses Oracle NetSuite
- Proficient in Microsoft Office (Word, Excel, Power Point and preference for Access).
- Ability to work with minimum supervision and in a multicultural setting.
- Fluency in Portuguese and English required.

**Application Instructions:**

Applicants are requested to apply via Workable (<https://apply.workable.com/ide-global/j/2827E4A661/>). The deadline for submission is **14 June 2021**. Only shortlisted candidates will be contacted. iDE is an equal opportunities employer and does not discriminate on grounds of race, gender, religion, or sexual orientation.

Annual rate of pay is MZN3,800,000 - MZN4,500,000