

## Job Profile

<b>Title:</b>	Finance Manager AIMS Senegal
<b>Reports to:</b>	Director Operations – AIMS Senegal
<b>Direct Reports:</b>	1
<b>Status:</b>	Full Time, 2 Year Contract (renewable)
<b>Duty Station:</b>	Mbour, Senegal

### Overview

Reporting to the Director Operations – AIMS Senegal and with technical reporting lines to the Director Grants and Program Finance, the Finance Manager is responsible for the proper implementation of financial procedures in all AIMS programs in the country and Centre of operation. The Finance Manager is responsible for overseeing and maintaining effective and efficient accounting and financial records for the offices in the country of operations and responsible for preparing financial reports for local management, preparing the payroll, and maintaining accounts payables.

### Responsibilities

#### 1. Financial Management

- Ensure Compliance with organizational financial policies as well as statutory financial requirements.
- Prepare monthly and annual financial reports.
- Oversee the execution of general accounting and financial transactions.
- Ensure full compliance of AIMS Financial Policy and Infield Authorization Policy, by providing guidance where necessary.
- Reconcile all Intercompany accounts monthly and send Inter Country Invoices (IC) to the respective Entities they relate to.
- Ensure monthly reconciliation of all Balance sheet accounts in SAGE 300.
- Review all data entry in SAGE 300
- Any other tasks which are necessary to further the work of the Centre's financial management.
- Coordinate with relevant program and support staff on the management of issues that include but are not limited to: Preparing monthly, quarterly, and annual expenditure plans.
- Ensures all staff are aware of the financial accountability; communicates on financial expectations and provides constructive feedback on forecasts and expenditures.
- coordinates with Director Operations to set a yearly activity plan for upgrading staff financial skills and capacity and leads the implementation.
- ensures that all project staff are familiar with the roles and responsibilities in relation to financial management and accountability; organizes workshops and leads the financial discussion during planning meetings.

## **2. Cash Flow Management**

- Maintain and operate bank accounts of the Centre to ensure efficient management of the center's funds.
- Disburse cash expenditures and collect financial documentation with regards to expenditures.
- Prepare timely reports for submission to the Director Operations and Network Finance Director ensuring compliance with regards to procurement guidelines and policies.
- Forecast cash flow requirements and, in consultation with the line manager, request transfers to meet cash needs based on the approved budgets.
- Tracks incoming wire transfers and reports any delays or discrepancies to the Director Operations immediately.
- Supports the Director Operations to follow up on all Donor funds.
- Prepares monthly Bank reconciliations for all existing bank accounts and ensure accuracy of the bank and cash balances in SAGE 300.
- Institute proper filing system to ensure easy access to documents.
- Keep track of the general balances and communicate them when needed to the finance department at the Secretariat.
- Ensure timely transfer of cash from Foundation/Secretariat to Centre.
- Ensure daily input of transactions into the Accounting Software (SAGE 300) and submit monthly database dump to the Regional Finance Manager at the Secretariat.

## **3. Annual Accounts & Financial Statements**

- Lead on any recommendations that are suggested in the audit report or management letter.
- Prepare the draft of annual statutory accounts and make sure they are in accordance with local and international accounting standards.
- First point of contact for the auditors and communicate with them to ensure all questions can be answered efficiently.
- Oversee SYSCOHADA and IFRS Audits

## **4. Asset Management**

- Create and support the maintenance of information on warranties, leases, maintenance, and software contract and licenses.
- Report on Asset inventory and management including depreciation of key capital items.

## **5. Budget & Financial Forecast**

- In consultation with the Director Operations and heads of departments ensure the preparation and maintenance of the Centre budget specifically.
- Manage the overall annual budget of the Centre.
- Provide Monthly budget reports to the Director Operations, heads of department and AIMS Board of Trustee when requested.
- Support in the preparation of the Donor budgets and Donor Financial Reports at the Centre.

### **Competencies & Other Requirements**

- Minimum 5 years' level exposure to financial management and policies with an appreciation of meeting statutory requirements.
- Demonstrated leadership in all areas of financial and budget administration through policy and procedure development, adherence to financial and operational controls.
- Expert understanding and execution of both narrative and financial monthly, quarterly, and annual forecasts, budgets, statements, and financial reports
- Proven ability to analyze, summarize and synthesize financial data, critical attention to detail and impactful decision-making skills.
- Demonstrated skill in maintenance of complex financial records.
- Expert proficiency in cash flow management.
- A diverse knowledge of non-profit organizations with broad exposure to reporting on donor funded projects.
- Excellent communication skills in English.
- Expert proficiency with SAGE 300 and Excel, familiarity with SYSCOHADA and IFRS reporting requirements an asset.
- Self-sufficient with MS Office (Word, PowerPoint) and savvy with web-based applications (Dropbox, Google, Skype).

### **Working Conditions**

- AIMS Senegal Centre, Mbour
- Limited travel may be required.

### **Are you ready to be a part of the transformation?**

Submit your letter of motivation together with a detailed CV to: [aimssnrh@aimssenegal.org](mailto:aimssnrh@aimssenegal.org) (Please quote "**Finance Manager**" in the subject line). Applications will be accepted until the right candidate is found. AIMS-NEI is an equal opportunity employer.