

Finance Manager

[Apply Now](#)

Company: African Parks

Location: Benin City

Category: other-general

Finance Manager

African Parks

2023-08-01 Benin

Job Ref #: Finance

Industry Banking/Finance And Investment

Job Type: Contract

Positions Available: 1

African Parks is a non-profit conservation organisation that takes on the complete responsibility for the rehabilitation and long-term management of national parks in partnership with governments and local communities.

Job Description

As part of its operations in Benin, African Parks is seeking for Pendjari National Park a highly organized, self-motivated and passionate individual with good problem-solving and mentorship ability for the role of Finance Manager. This is a special opportunity to work with an organization that is carrying out some of the most impactful conservation work across Africa. The Finance Manager will be responsible for the organization's financial performance by managing accounting records, evaluating and managing risk, ensuring compliance with regulations, publishing financial statements, overseeing accounting operations, analysing financial data, monitoring expenditure, forecasting revenue, coordinating auditing

processes, and ensuring the accuracy of financial information to donors. This includes implementing financial controls as dictated by the finance manual of African Parks, training the team as to their responsibilities with finances, and creating reporting structures for the different head of departments to be aware of their budgets.

Job Requirements

Responsibilities

ACCOUNTING AND REPORTING

? Supervise the recording, classifying, and summarizing of the financial transactions of Pendjari

National Park and ensuring the proper update and maintenance of the accounts to ensure that

the accounting system provides the basis for an efficient financial information system for both internal and external users and that it is compliant with internationally accepted accounting principles, legal and statutory requirements of Benin;

? Ensure monthly transactions are entered in General Ledger accurately and on a timely basis;

? Ensure that all balance sheet accounts are reconciled;

? Review and provide guidance and coaching to accounting staff ensuring accuracy, correctness, and completeness of transactions recorded;

? Ensure the timeliness of required donors reports to account managers, donors, government partners, etc.;

? Prepare periodic reports of financial performance and discuss with the head of departments;

? Submit the monthly report to the Regional Financial Controller in line with the monthly reporting checklist and timetable.

TREASURY AND CASH MANAGEMENT

? Prepare the monthly cash flow projections and monitors the continued availability of funds to cover the requirements of the project;

? Review and ensure that disbursements are adequately supported with relevant evidential

documentation; Cash and bank balances are reconciled with the records maintained.

Reconciliations are reviewed and signed by the park manager;

PLANNING, BUDGETING, AND FORECASTING

? Assist in the planning and budgeting for the project, taking the lead in the financial plans and

budgets, and ensuring that the assumptions, parameters, guidelines, and policies in planning

are complied with;

? Review and monitors the budget performance of the project and provide recommendations;

? Provide cost data of the various resource inputs to project personnel to prepare and update

Budgets;

? Assist the Park manager and other Park staff by providing guidance on compliance with donors'

guidelines and the provisions of donor agreements;

INTERNAL CONTROL ENVIRONMENT

? Continuously review the adequacy of internal control to ensure the provision of accurate and

timely financial information, protection of assets and adherence to policies, systems, and procedures, and the smooth and orderly implementation of plans and activities;

FIXED ASSET MANAGEMENT

? Ensure the identification and proper inventory of fixed assets of the project through the conduct

of an annual inventory to determine their location and condition of proper disposition;

? Managing depreciation following APN's policy and that the assets are adequately protected;

? Prepare the request for approval to dispose of missing, lost, stolen, damaged, and obsolete

equipment;

PAYROLL

? Collaborate with the HR Manager ensuring that the systems and procedures are in place to

enable accurate preparation and disbursement of the payroll in compliance with statutory requirements;

? Sign off on the monthly payroll by reviewing and checking the accuracy of amounts to be paid to the staff;

DUE DILIGENCE AND AUDIT

? Coordinate with the auditors in the external audit of the Pendjari National Park. This includes

preparation of the reporting pack and necessary notes to the accounts;

? Provide draft responses to the audit management letter, including coordinating inputs from the

Programme, Human Resources, Administration and other units as necessary;

? Ensure the closure and resolution of audit findings;

PROCUREMENT MANAGEMENT

? Ensure that security standards are maintained at all premises;

? Ensure compliance of procurement process with SOPs and donor rules;

? Ensure team knows donors and procurement rules;

? Review Investment/contract files and purchase request and purchase orders;

REPORTING

? Report on grants- financial and narrative

GENERAL

? Provide leadership and guidance in all matters pertaining to finance (including taxation and

other financial issues) and give advice and support to all those needing it;

? Provide training to project staff on APN financial policies and procedures, budgeting methods

and compliance with donor guidelines;

? Where required, assist with writing and maintaining the local procurement policy and be a member of the procurement committee;

? Represent the Finance Department of the park toward external stakeholder (Board Members,

Donors, Partner, Government Authority, etc...);

Competencies, qualifications and experience needed for the role:

? Minimum of 5 years' experience in a finance team, with at least two years in a managerial

position;

- ? Qualified ACA, ACCA or CIMA Accountant is preferable
- ? Proven work experience in finance management,
- ? Knowledge of NGO donors and their financial reporting requirements is desirable
- ? Result driven with a strong capacity to work autonomously
- ? Team player with capacity to work with multicultural environment
- ? Good MS Office skills particularly strong capabilities in MS Excel;
- ? Excellent interpersonal and communication skills
- ? Strong ability to be able to manage and prioritize multiple tasks
- ? Experience in training and developing Finance staff
- ? Strong leadership skills
- ? Auditing experience
- ? Compliance oriented Proficiency in accounting software Navision 2017
- ? Fluency in both English and French
- ? Strong willingness to live in a rural setting and experience living in remote locations
- ? Adhesion to African Parks values.

[Apply Now](#)

Cross References and Citations:

1. Finance Manager [Nzjobscentral Jobs Benin City Nzjobscentral](#) ↗
2. Finance Manager [Sciencejobsnearme Jobs Benin City Sciencejobsnearme](#) ↗
3. Finance Manager [Searcheruropeanjobs Jobs Benin City Searcheruropeanjobs](#) ↗
4. Finance Manager [Vancouverjobs Jobs Benin City Vancouverjobs](#) ↗
5. Finance Manager [Businessjobs Jobs Benin City Businessjobs](#) ↗
6. Finance Manager [Economicjobs Jobs Benin City Economicjobs](#) ↗
7. Finance Manager [Receptionistjobs Jobs Benin City Receptionistjobs](#) ↗
8. Finance Manager [Textilejobs Jobs Benin City Textilejobs](#) ↗
9. Finance Manager [Accountingjobsnearme Jobs Benin City Accountingjobsnearme](#) ↗
10. Finance Manager [Thechatgptjobs Jobs Benin City Thechatgptjobs](#) ↗

11. Finance Manager PlumberjobsJobs Benin City Plumberjobs ↗
12. Finance Manager Bankingjobsnearme Jobs Benin City Bankingjobsnearme ↗
13. Finance Manager VancouverjobsJobs Benin City Vancouverjobs ↗
14. Finance Manager Whitecollarjobs Jobs Benin City Whitecollarjobs ↗
15. Finance Manager Gamejobs Jobs Benin City Gamejobs ↗
16. Finance Manager Netherlandsjobs Jobs Benin City Netherlandsjobs ↗
17. Finance Manager Investmentbankerjobs Jobs Benin City Investmentbankerjobs ↗
18. Finance Manager Greecejobs Jobs Benin City Greecejobs ↗
19. Finance manager Jobs Benin city ↗
20. AMP Version of Finance manager ↗
21. Finance manager Benin city Jobs ↗
22. Finance manager Jobs Benin city ↗
23. Finance manager Job Search ↗
24. Finance manager Search ↗
25. Finance manager Find Jobs ↗

Source: <https://ng.expertini.com/jobs/job/finance-manager-benin-city-african-parks-6e69f499fb/>

Generated on: 2024-05-02 by Expertini.Com