



## **Finance Officer - Disaster Risk Management Strengthening at the Southern African Development Community (DRMSS)**

### **Main purpose of the job**

Under the direct supervision of the Coordinator Disaster Risk Management Strengthening in the Southern African Development Community (DRMSS) project with reporting lines to the Senior Finance Officer - Grants/Contracts & Projects and the Senior Programme Officer DRR, the Finance Officer will facilitate an efficient and effective financial administration, accounting and reporting on the DRMSS project funds managed by the Secretariat.

### **Duties and Responsibilities**

#### Budgeting and Control

- Prepare and disseminate the Annual project budget in consultation with the Project Coordinator and the Head of the DRR Unit in line with the preparation guidelines to all project owners in directorates/units, provide adequate support and coordinate the budgeting process.
- Consolidate the annual budget and submit to the Controller Accounting Services.

#### Budget & Expenditure Control

- Ensure that commitments are only made against budgeted appropriations. Review and approve project commitments (purchase orders)
- Review procurement procedures followed for award of contracts and ensure compliance with donor contractual requirements. Report exceptions to management
- Perform regular monitoring of project actual expenditure against budget and report potential overruns to the Project Coordinator

#### Accounting

- Ensure chart of accounts are appropriately set up for accounting and reporting of project expenditures, and maintain control around updates
- Review and analyze relevant reports prepared by the Assistant Finance Officer, financial reports, income and expenditures incurred by projects, perform relevant analysis and reconciliations to ensure completeness and accuracy
- Prepare a timetable of the donor reporting requirements and ensure compliance
- Liaise with donor finance officer and address their queries on the financial reports
- Provide relevant information for audit and clear audit queries
- Keep up to date with International Financial Reporting Standards (IFRS)
- Review all outstanding commitments made and ensure these are settled, accounted and reported before the end of the project with donors

#### Cash Management & Control

- Review and approve disbursements for project expenditures after satisfactory review
- Review agreements and contractual rules and procedures established by donors for sound cash management and ensure these are implemented and followed during the financial management of projects

- Review all bank reconciliations and cash flow reconciliation prepared by Treasury Finance Officers for projects and Assistant Finance Officer and ensure they are complete and accurate
- Ensure adequate controls are implemented and followed for proper management of project funds
- Review monthly cash flow reconciliations and forecasts prepared by the Assistant Finance Officer and liaise with donors and banks in advance to solicit additional funding requirements
- Provide periodic reports to the Financial Controller on cash flow positions and forecasts for review

#### Internal Controls

- Ensure contractual requirements of the donors regarding internal controls around project financial management are effectively implemented
- Review and implement audit recommendations for better financial controls
- Manage financial risks and implement appropriate mitigating measures.

#### Other

- Coordinate with the Assistant Finance Officer –Asset to ensure proper management and record keeping of fixed assets for the project, and ensure compliance with donor rules and conditions
- Review and confirm all recoverable or payable balances at the close of the project, liaise with the donor finance officer and SADC disbursement officers and treasury accordingly for settlement
- Submit reports to the donor as stipulated in contractual conditions and attend to ad hoc information request
- Prepare Budgetary Performance Reports in respect of Project matters
- Prepare input to the Draft Annotated Agenda and background documents for SADC and the Project Governance Oversight Structure
- Any other duties as may be assigned

#### **Qualifications**

At least a Degree in Accounting, Finance or related field

#### **Professional Certification**

Professional accountancy certification such as ACCA, CIMA, ICAEW, ICAS, ACPA or equivalent

#### **Experience**

At least 10 – 15 years of work experience in a similar field

#### **Skills Requirements**

- Communication and presentation skills
- Interpersonal skills
- Mentoring and coaching skills
- Networking and relationship building skills
- Organisational skills (planning, budgeting, time management, work prioritisation)
- Research, analytical and problem-solving skills
- Supervisory skills

#### **Competencies**

- Apply interpersonal styles/methods to develop and motivate staff
- Capable of maintaining quality whilst working under pressure and adhering to deadlines
- Capacity to motivate and influence people positively and creates a climate where people want to do their best

- Conceptual and practical thinking
- Customer focused
- Decisive
- Demonstrate ability to work independently and largely unsupervised
- Maintain confidentiality and respectful of sensitive situations
- Methodical and organised, with a high level of attention to details
- Organisational awareness with an understanding of how to engage the organisation to get things done
- Professionalism and adherence to good work ethics
- Question conventional approaches and encourage new ideas and innovations for progress
- Resilience and personal drive, self-motivation
- Results and performance driven
- Team player