

## SENIOR FINANCE MANAGER

**POSITION SUMMARY:** The Senior Finance Manager contributes to the overall success of ICAP in Tanzania projects by effectively supporting the implementation of all financial policies and activities in the program. As a member of the Finance Department, the Senior Finance Manager assists the Director of Administration and Finance (DAF) with financial reporting, management and Budget monitoring and control issues as required. The individual in this position must be able to adapt to a continually evolving environment; demonstrating both, the autonomy and collaboration skills needed to advance ICAP's purpose and the leadership to inspire confidence of all internal and external stakeholders.

### MAJOR RESPONSIBILITIES:

#### 1. Primary Duties and Responsibilities (20%)

- The Senior Finance Manager performs a wide range of duties including all of the following:
- Act as custodian of all ICAP Tanzania Financial system and Software's including ICAP Operation online Calculator Administrator maintenance.
- Ensure the monthly review of consolidated organizational budget performance against the individual annual project budgets; forecasting expenses and tracking the ongoing commitments against the approved cash position.
- Advise the Director of Administration and Finance on issues, trends, and changes in the financial operating performance and operational delivery; proactively communicating issues that are anticipated before they arise.
- Assist in implementing yearly objectives and measurable metrics for Finance department performance both for individual Team members and the Unit overall in service delivery to other Units with ICAP in Tanzania and stakeholders.
- Support the long-term budgetary planning and costs management in alignment with ICAP's strategic and project plans, especially to improve the organizational development, increasing Finance's contributions to effectiveness and efficiency of the organization by leveraging technology and accurate information.
- Assist the Director of Administration and Finance to ensure the ICAP's SMT are working to the approved budgets for programs and delivery through collaborative working practices.
- Work collaboratively across the all departments, field offices and Headquarters.

#### 2. Management accounting activities (20% of role)

- Assist with the review of guidelines and collation of information for budget and monthly forecast preparation.
- Produce timely and accurate monthly period-end reports and schedules for review with DAF as required.
- Maintain financial records for each project or service in QuickBooks in a manner that facilitates timely and accurate management reports at month end.

- Support maintaining compliance with internal financial and accounting policies, administrative procedures and local statutory requirements.
- Provide accurate and timely reporting on the financial activity of individual projects and services across all cost centers with an ability to provide information in a timely manner.
- Provide accurate and timely reporting on the financial activity of individual projects or ICAP as an organization.

### **3. Financial accounting and reporting (20% of role)**

- Code and post Payment Vouchers and General Journals to the accounting system in advance of month end closure.
- Prepare timely monthly bank reconciliation statements in QuickBooks in all modules.
- Assist with the review and maintenance of the integrity of the computerized accounting system and QuickBooks.
- Assist with the maintenance of accurate financial records that are appropriate and give the required confidence to internal and external users.
- Support the Director of Administration and Finance in ensuring all statutory requirements of the organization are met and tax remittance to the Tanzania Revenue Authority (TRA) is done in a timely manner including filing returns to all statutory bodies and following them to completion.
- Assist the Director of Administration and Finance in the preparation of information for the annual audits.
- Assist with the documentation and maintenance of complete and accurate supporting information for all financial transactions and 100% upload of scanned copies into OnBase with proper indexing.
- Maintain financial accounting systems for cash management, accounts payable, accounts receivable, credit control, and petty cash and ensure monthly reconciliation and follow up is made; communicating regarding any irrecoverable debt in a timely manner and seeking appropriate authorization for write offs.
- Ensure that employees' payroll and financial information is secure and stored in compliance with current legislation and on a monthly basis ensure the Immedis payroll and payment files and downloaded from Immedis ShareFile and the salary Journal is posted into QuickBooks and uploaded to OnBase.
- Support the Director of Administration and Finance in providing clear and Timely responses to queries from HQ Finance department.
- Ensure all compliance practices are implemented based on up to date regulations;

### **4. Budgets, Cash Flow Management and Controls (10%)**

- Manage the annual budget process, providing guidance and support to Program Key personnel and other team members where needed
- Maintain internal control and safeguards for receipt of revenue, costs and program budgets and actual expenses;
- Develop documentation of procedures and recommendations for process improvements;
- Monitor investment portfolio as appropriate and bank balance positions during the course of the year;
- Interface with outside audit firms, banks, TRA etc
- Manage organizational cash flow forecasting exercise on monthly basis.

**5. Debtor's management (10% of role)**

- Generate monthly advances list from QuickBooks and follow up on outstanding advances with the respective holders. Send out payment reminders for remaining cash (emails, letters) to staff and follow up with telephone calls and documented communication as appropriate.

**6. Payroll preparation and administration (10% of role)**

- Ensure that the payroll Journal is posted to QuickBooks in a timely and accurate manner via the payroll function from QuickBooks.
- Lead on the processing and submission of statutory returns on time and P09 and P10 returns are timely.
- Legal, security and risk management (5%)
- Assist the DAF to conduct spot checks, regular and ad-hoc, in the field offices to test the financial controls.
- Coordinate with the auditors to complete required statutory audits
- Conduct spot checks in the Main and field offices to ensure internal control are working.
- Identify and assess financial risks facing ICAP in Tanzania and raise it with SMT as appropriate.

**7. Staff Management (5% of role)**

- Ensure all staff in Finance have clear Job descriptions, work plans and continuous review and support is provided.
- Provide input into the strategic objectives of the finance team and how they can achieve their plans.
- Assist with and complete ad hoc tasks as requested
- Commensurate with the post, as advised by Director of Administration and Finance.

**REQUIRED QUALIFICATIONS, KNOWLEDGE AND SKILLS:**

- Bachelor degree in Business Administration- Finance/Accounting qualification CPA (T) is required and MBA is an added advantage.
- At least Five (5) years' of relevant similar work experience in public/private sector working in Finance with experience dealing with high volume of information processing and Advanced excel skills.
- Must be familiar with PEPFAR/USAID and other donors' rules & regulations
- Good writing and high analytical skills.
- Excellent QuickBooks system knowledge and the ability to train or develop skills in other users.
- Experience with International transactions and accounting preferred.
- Knowledgeable in GAAP, IAS and IFRS.
- Demonstrated ability with reviewing, creating, and implementing new systems and approaches
- Advanced knowledge of accounting and reporting software – QuickBooks and Microsoft Office experience required.