

FINANCE MANAGER

Department: Finance

Place of work: Maputo, Mozambique

Duration: 12 months

Grade: 10

Salary: MZN 3,025,385 - 3,217,240

Reports to: Country Manager

About WSUP

Water & Sanitation for the Urban Poor (WSUP) is a not-for-profit company that helps transform cities to benefit the millions who lack access to water and sanitation. We were created in 2005 as a response to the urban explosion that has left many cities unable to provide basic services, such as access to a toilet or drinking water, to low-income communities. We work alongside local providers, enabling them to develop services, build infrastructure and attract funding so that they can reach low-income communities.

We work in seven countries in sub-Saharan Africa and Asia, supported by an office in the UK. Since inception we have helped over 23 million people access better water and sanitation services.

For more information about WSUP's vision and approach, see www.wsup.com.

About the role

WSUP is seeking a motivated self-starter to join our Finance team in Mozambique. This is a new role, reflecting exciting growth in our Mozambique operations. The Finance Manager will support the Country Manager, working closely with the Project Leads, to ensure that financial resources are utilised as effectively as possible. They will be responsible for building capacity in their team, reviewing and improving local processes to ensure these are consistent and in line with WSUP's global standards, and facilitate the local team's implementation activity through providing efficient finance services.

The ideal candidate will have a passion for urban water and sanitation. They will be highly flexible and adaptable and will demonstrate passion and empathy with WSUP's aims and values.

Application deadline

12 December 2021

Interviews

20 December 2021

The full description can be downloaded from our website: <https://www.wsup.com/vacancies/>

To apply for this position, you should upload your resume and cover letter on the link above.

Please note: This job is based in Mozambique. **Applicants must have a Mozambican passport at the time of application.** Please do not apply if this is not the case.

Job Description

Overall purpose

The Finance Manager, with the Senior Finance Officer, will work directly with the Mozambique team under the supervision of the Country Manager (CPM) and working closely with the Project Leads as well as the Finance functions in the Secretariat in London. S/he will be responsible for overall financial management and compliance for the Mozambique Country team.

Main responsibilities & tasks:

The Finance Manager will report directly to the CPM, with a responsibility to inform and consult with the UK-based Secretariat, including relevant staff members as follows:

Finance - Financial Controller

Project budgets and funder reports - Senior Management Accountant

Financial Forecasting and project management – Taskforce Team

Non-financial compliance – Head of People & Support

The key tasks and responsibilities of the Finance Manager will include the following:

1. Line management of the Finance team

- Day to day line management responsibility; managing workloads, task allocations and regularly providing constructive feedback in a structured manner.
- Coordinate with the CPM and other key WSUP functions to ensure that the finance function is adequately resourced and delivered.
- Ensure that work is appropriately delegated, and staff members are empowered to carry out tasks independently where appropriate to their skills and capacity.
- Act as a role model of the WSUP values
- Promote and instil operational excellence in team
- Support the personal and professional development of the team through objective setting, regular one-to-ones, regular feedback and reflection, and managing performance
- Ensure line managed staff are aware of their duty of care responsibilities relating to children, young people and vulnerable adults; support partners and line managed staff to safeguard children, young people and vulnerable adults to protect them from abuse and themselves from false allegations

2. Balance sheet & control accounts reconciliations

- Check and ensure the monthly reconciliation of bank accounts and supplier accounts are completed accurately and submitted according to the monthly timetable deadlines.
- Check and ensure the monthly reconciliation of all other balance sheet accounts such as debtors, creditors, etc, are completed accurately and submitted according to the monthly timetable deadlines., assisting the Senior Finance Officer to resolve any issues.

- Reconcile withholding tax account and ensuring that payments are made promptly to relevant tax authorities. Ensure relevant tax documentation is in place to support payments

3. Managing Petty Cash, Cash Advances, Staff Expense claims and Credit Card processes

- Review the Petty cash; Cash advances, Staff expense claims and Credit Card schedules prepared by the Senior Finance Officer.
- Ensure reconciliations of Petty cash; Cash advance, Staff expense claims and Credit Card balances are completed accurately and on time according to the monthly timetable. Ensure that all documents are saved in the correct folders.
- Check and countersign petty cash, staff expense claims and cash advance requests. Ensure that they are processed promptly and in accordance with WSUP procedures

4. Project Reporting and Financial Management

- Assist the Country Manager and the WSUP Secretariat Funding Team with the preparation of funding applications to both local and international agencies, including coordinating preparation of project budgets, in support of programme applications, and check those budgets for accuracy and logic.
- Assist the Country Manager in reviewing the financial sections of contract agreements, prepared by the Senior Finance Officer, for contractors, consultants and other services.
- Produce draft financial reports for funders and CPM or Secretariat as required
- Maintain oversight of current and ongoing budget requirements for the Mozambique office including staff salary and office costs, assess fund sourcing from multiple funders and make projections of staff costs and office costs based on funding availability, allocating to funders
- Monitor staff timesheets in accordance with the budgets agreed and funding available, updating timesheet allocations when funds are closed
- Ensure that all expenditure is necessary and appropriate for the delivery of the programme objectives and is in accordance with the funders' accounting requirements.
- Review monthly funder and cost centre reports and update funding projections in consultation with the relevant staff
- Ensure coherence of management of any local funds, including revolving funds, and any local reporting requirements
- Oversee financial processing completed by line managed staff, including ensuring that
 - contracts and invoices on the WSUP financial system are processed and monitored correctly
 - petty cash function is properly managed
 - expense and credit card justifications are submitted
 - month end deadlines are met
- Manage clear communications with the Financial Controller in the Secretariat around month-end deadlines and reporting
- Oversee payroll:
 - Ensure payroll is correctly processed and tax reports submitted as required

- Ensure staff timesheets are monitored against the budgets agreed and funding available.
- Train Mozambique team in financial procedures and the responsibilities of each team member
- Support audit processes in WSUP Secretariat

5. Compliance and Financial Control

- Ensure that WSUP's registration as an organisation with government departments is compliant and up to date
- Ensure that WSUP Mozambique complies with any tax or other national financial, and insurance requirements
- Ensure that the WSUP Mozambique accounting is in accordance with national legal regulations, prepare all financial reports and statements required by law and national organisations, prepare all national tax requirements and similar such tax returns in a timely manner
- Apply the WSUP financial control systems to all financial activity taken by the Mozambique team
- Ensure that all procurement is in compliance with WSUP procedures, providing guidance to colleagues on the procedures
- Ensure that WSUP policies, procedures and practices are in line with the national legal framework in Mozambique
- Strict adherence to WSUP's ethics policy and pro-actively encourage transparency and openness in all activities.
- Assist the Country Manager in monitoring and mitigating risks to our operating environment and also in updating and managing the Country Finance Risk Register
- Lead local audit process:
 - Supporting any financial audits as agreed with the WSUP Secretariat Finance team and CPM
 - Ensure that all financial records are easily available when required for audit.

6. Other duties.

- Undertake any other duties as commensurate with the role and agreed with the CPM.
- Maintaining a good relationship with the bank ensuring all relevant documentation is received by WSUP and all the personnel changes are reflected in bank mandates

Person specification

Evidence that applicants meet the essential criteria will be assessed by the following methods: Application (A) Interview (I), Test (T), as indicated below.

Essential

Qualifications	– A recognised accounting qualification; either at professional qualification level or an Accounting/Finance degree. (A)
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IT Skills	<ul style="list-style-type: none"> – Experience of working with Sun Accounts and Q&A (Query and Analysis) or similar systems (A) – Proficient user Excel as a minimum to intermediate level (A, T) – Proficient user of Microsoft Office suite including Word, Excel, Outlook and PowerPoint (A, T)
Experience	<ul style="list-style-type: none"> – Experience in financial management of projects funded by agencies or governments (A, T) – Experience of developing and managing project budgets for funding applications (A, I) – Experience of engaging and motivating a team (A, I) – Experience of establishing and improving processes (A, I)
Knowledge	<ul style="list-style-type: none"> – Good understanding of governance, financial management and procurement (A, I) – Good understanding of the tax and employment law in Mozambique (A) – Understanding of the accounting requirements of international funding organisations (A, T)
Skills and Abilities	<ul style="list-style-type: none"> – Excellent planning, organisational and time management skills (A) (I) – Ability to work well under pressure (A) (I) – Able to identify, prioritise and manage areas of risk (A) (I) – Good communication skills; able to communicate complex concepts concisely to non-technical staff both in writing and verbally and to provide professional advice with confidence and tact (I) – Excellent written and verbal English communication skills (A)
Other	<ul style="list-style-type: none"> – Passionate about WSUP's aims and ethos (I) – Absolute adherence to WSUP's policies on Safeguarding, Child Protection, Health & Safety and Business Ethics and lead on these by example (I) – Desire and willingness to learn (I)

Desirable

Experience, knowledge, skills	<ul style="list-style-type: none"> – Experience of capacity building, and organisational support. – Experience in managing finance risks. – Accounting experience in the charity or not-for-profit sector. – Experience of working with IPOS – training will be provided
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