



## JOB DESCRIPTION: FINANCE AND ADMINISTRATION MANAGER

Unit	Finance and Admin Unit
Reports to	Executive Director
Supervisory function	Directly supervises the Finance Officer, Administrative Officer, Finance Assistant, and Administrative Assistant

### Job Summary

- Provides overall leadership for sound financial management to ensure financial sustainability of the organization
- Plans, coordinates, and manages administrative procedures and systems including overseeing facilities services and maintenance
- Performs financial management duties including generating financial data, compiling and submitting correct and timely financial reports to the Executive Director and funders
- Creates and reviews policies, prepares budgets and assessments of financial and administrative procedures
- Assesses staff performance and ensures that operations adhere to statutory and institutional regulations and policies

### Specific Functions

FUNCTIONS	SKILLS AND KNOWLEDGE COMPETENCY
1. Checks supporting documentation of receipts and disbursements as to completeness, correctness of entries and compliance to approved policies and procedures	<ul style="list-style-type: none"> <li>• Expertise in financial planning and management</li> <li>• Expertise in accounting, bookkeeping and auditing</li> <li>• A keen eye for detail and desire to probe further into data</li> <li>• Ability to stick to time constraints</li> <li>• Good communication skills – both written and oral communication</li> <li>• Leadership skills</li> <li>• Good interpersonal relations skills</li> <li>• Presentation skills</li> <li>• Networking skills</li> <li>• Problem-solving and negotiation skills</li> <li>• Coaching and mentoring skills</li> <li>• Managerial and decision-making skills</li> <li>• Analytical skills</li> </ul>
2. Monitors cash in banks	
3. Prepares and submits financial reports as required by funders, management, BOT, and regulatory agencies	
4. Monitors and enforces timely compliance to government remittances and reporting	
5. Provides reports to the Executive Director and the Program Managers in monitoring expenses against budget of project funds	
6. Ensures acknowledgement of funding assistance from all sources and communicates with funders on financial and reporting matters	

7. Supervises year-end closing of books	<ul style="list-style-type: none"><li>• Confidentiality</li></ul>
8. Provides coordination of needed information and documentation during financial audit	
9. Ensures participation of finance and admin unit in project development and other fund generation activities	
10. Oversees purchases and inventory of office equipment and supplies	
11. Ensures good work environment in office	
12. Supervises finance and admin staff	
13. Performs other related tasks as may be assigned by the Executive Director	

### **Qualifications**

- College graduate, preferably with accounting or business-related degree
- Experience as Finance Manager in a non-profit organization for at least three years
- Proficiency with accounting softwares and Microsoft Excel
- Proficient in written and oral communications
- Good analytical skills
- With good interpersonal relations skills
- With good moral character