



JOB DESCRIPTION

Job Title: FINANCE MANAGER

Department: FINANCE

Reports To: GENERAL MANAGER and
Treasurer

Prepared Date: 31/12/2019

Salary Range: \$ 3000 USD, Percentages will be given according to the projects.

ESSENTIAL JOB DUTIES/SCOPE OF WORK:

Essential Duties and Responsibilities include the following. Other duties may be assigned.

- The Finance Manager (FM) will report directly to the General Manager and the treasurer, also he/she will manage field office finance officers.
- In collaboration with Program Department, he/she will provide technical supports to logistics and program team members on finance and compliance in line with DAMA policy and procedures.
- The Finance Manager's job is to implement finance SOPs and policies, and to manage every aspect of finance employee development and relations.
- Ensuring organization conformity with applicable finance practice related to regulations and statutes as well as organizational procedures and policies.
- He/she will be responsible for financial data management.
- Financial Management and Compliance:
- Perform initial review of financial transactions and documents presented by other departments and ensure that the documents are complete and in compliance with DAMA policy. Financial reviews will include but not limited to ensuring that required preapprovals are obtained in advance
- Ensure that all documentation supporting payments to third parties are adequate and in compliance with DAMA and donor regulations
- Review the financial Data Entry to avoid mistakes and double entry.
- Support GM in sub-award management and build capacity of all FOs on best practices of sub-award management. This include ensuring that all financial reports and supporting documentations submitted to DAMA by sub-award recipients are accurate and received in timely manner and in line with sub-award agreement terms and conditions
- Prepare timely and accurate financial reports for submission to GM , program department ,and Treasurer for review.
- Bank and Cash management which includes promoting cashless operations in line with donor, local laws and DAMA policy and procedures



- In coordination with GM and with our local bankers, ensure that currency conversions are supported with adequate reference documents, including ensuring comparative analysis with other agencies
- Supports the project leads in timely cash request for project activities
- Support timely remittance of statutory payments to appropriate government and non-governmental agencies
- Ensure cash are available in-country at the right place (field offices) and at the right time
- Ensure cash balances are reasonable (not too high and not too low) in-country
- Manage document filing system and scanning on “Share file”
- Ensure effective document retention system is in place for all transactions in original hard copies in line with DAMA policy
- Ensure all evidences of other important documents such as original copies of third-party contracts, periodic assets listings and inventory reports, amortization reports of prepayments such as insurance premiums, rent etc. and kept both in soft and hard copies for easy reference
- Monitor and preparing the income tax deduction process for the staff, making sure to submit the tax payment to the government agency on periodic basis before the deadline.
- Preparing annual financial report within the specified timeline in coordination with the external legal accountant and submit the report to the general manager and the treasurer for final approval
- Provide all the related documents of DAMA projects to the Internal oversight department for the project record verification.
- Any other duty as assigned by GM

DISCLAIMER STATEMENT

As an employee in the above referenced position, I have read, understand, and agree to abide by the job description stated within.

Employee Signature

Date