

TERMS OF REFERENCE



Finance Manager - CAR

General information

Position Title: Finance Manager (Fluency in English and French)

Country: CAR

Base: Bangui with travel to field bases

Duration: 6 months

Start Date: ASAP

Reporting to: Finance and administration Coordinator / Country Director / Grant manager

Job requirements:

- Fluency in English and French is compulsory
- Excellent Excel skills
- Knowledge of SAGA is a strong asset
- Organized and good communication skills
- Accountancy and management skills
- This position is open to a 1st expatriation professional experience

The MENTOR Initiative is an equal opportunity employer and value diversity at its company. We ensure constant non-discrimination throughout our recruitment process.

The MENTOR Initiative is committed to promoting diversity and gender equality within the organisation. Women candidates are encouraged to apply.

The MENTOR Initiative applies a zero-tolerance approach to sexual exploitation, abuse, mistreatment or harassment, and other types of unethical behaviour including fraud.

The MENTOR Initiative will contact previous employers of applicants to determine if they have any history of violating international standards and codes of conduct relating to such matters.

To apply, please send, **in English**, your CV, letter of motivation and details of three referees (including your most recent employer) to: recruitment@mentor-initiative.org

The MENTOR Initiative (MENTOR) is a “not for profit”, non-governmental organization devoted to reducing death and suffering from malaria and other Vector Born Diseases in humanitarian crises. MENTOR has worked in CAR since 2008, instigating an effective and innovative community healthcare approach across the North West of the country. This approach allows for primary healthcare to be delivered in locations in the most remote rural communities

Overall Job Purpose

The Finance Manager will assist the MENTOR Initiative Central African Republic programme in achieving programme objectives in a timely manner and support the Finance and Administration Coordinator.

The Finance Manager will establish, update and maintain the MENTOR's standard financial procedures in the Central African Republic Programmes, and will ensure the implementation of those procedures at all levels of the country programme. In this context, the Finance Manager is part of the Country Management Team.

- Ensure that the financial and administrative systems are of good quality as per MENTOR's standard procedures.
- Ensure that guidelines are implemented and maintained across all bases.
- Ensure correct account management for all grants in accordance with the grant agreement(s).
- Ensure the use and understanding of the MENTOR accounting software by the relevant staff (National and International) in each field base.
- Ensure that all members of the MENTOR team are trained and comply with MENTOR's financial and administrative procedures.
- Ensure that all accountancy /project cycle is respected:
 - Final paperwork reconciliation is done for all transactions and allocated as plan.
 - Standard template checking and harmonization.
 - Control and set up of the payments: taxes, salaries, suppliers...
 - Data provisional closing.
 - Monthly data checking.
 - Monthly matching of data.
 - Data mining: SAGA extraction, cost analysis, etc..
 - Support on the monthly electronic and paper reports on expenditure against project budget(s).
 - Sending of all hardcopy receipts and other expenditure-related paperwork, including bank statements, to the MENTOR Initiative Grants Management Team at HQ Level.
- Train and support the field finance assistants and base coordinators on the monthly accountancy close-out.
- Actively participate in any field audit and provide support to Field and HQ audits.
- Any other related duties may be assigned by the Country Director and Finance & Administrative Coordinator for the good implementation of the programme.