

Job Details:	
Title:	Senior Finance Officer, Mott MacDonald (MM) DRC, SASU
Location:	Kinshasa, DRC.
Reports to:	DRC Finance Manager / IDS UK Finance Manager (Functionally) Dotted line to Programme Manager with oversight from the Team Leader
Background:	
<p>Mott MacDonald DRC (SASU) is a Congolese subsidiary of UK company, Mott MacDonald Ltd, through which work is currently being undertaken to support the DRC education sector. Activity 2 of the ACCELERE programme is co-funded by FCDO and USAID and the programme is expected to contribute to improved educational outcomes for girls and boys in selected educational provinces of DRC.</p>	
Purpose and Objectives of role:	
<p>To monitor, report and direct the financial health of MM DRC SASU and the programmes it implements. To support effective financial decision-making in accordance with Mott MacDonald (MML) internal financial policies, as well as those of their clients, and to safeguard MML assets and any client monies through robust reporting and examination.</p> <p>To ensure compliance of MM DRC including statutory accounts, audit and tax clearance. To provide intelligence on any developments that could impact Programme finance or statutory compliance.</p>	
Principal Responsibilities & Accountabilities:	
<p>The Senior Finance Officer has responsibility for:</p> <p>Project Accounting</p> <p>To work closely with the Senior Management Team in Kinshasa with the delivery of client reporting requirements including:</p> <ul style="list-style-type: none"> • Adhere to the Finance Policies, Processes and Templates of the Programme – through ownership and ongoing review of the Finance Manual. • Liaise with the Operations Team to ensure that the appropriate budgeting tools are used and communications procedures followed, to ensure that programme activities and purchases required can be smoothly managed by the Operations Team. • Liaise with the Programme Manager and Technical Team to ensure budgeting of technical activities is facilitated and duly tracked, monitored and reported on. • Maintain all budget tracking tools, to ensure timely delivery of information to Senior Management personnel responsible for the commercial, high-level tasks of monitoring the overall health of the finances, predicting future needs. • Provide monthly site returns to the UK Finance Team for the tracking of project expenditure. <p>Cash Management</p> <ul style="list-style-type: none"> • Ensure the management of monthly reconciliations of bankbooks, cashbooks and imprest systems where used. Lead weekly cash counts of petty cash in the safe. • Ensure sufficient cash sums are available for activities where bank transfer is not feasible – requesting cash disbursement from Standard Bank in a timely manner and according to MM Finance policies. • Ensure safe and diligent disbursement of cash sums for purchase of goods or related to programmed expenses of technical personnel or staff travelling on mission to provinces. • Ensure the safety and security, as far as possible, of team members handling cash on behalf of the Programme. 	

- Prepare (or assist in the preparation of) monthly project cash flow forecast statements to enable the appropriate approvals to request cash transfer and funds disbursement from Standard Bank in a timely manner and according to Finance Policies. Consistently monitor the flow of cash and related instruments.

Financial Management

- Process day-to-day transactions (accounts payable, cash payments and payroll) and ensure there is well defined segregation of duties and appropriate financial controls in place. Approve (or assist in the approval of) all programme financial transactions, ensuring that each transaction is adequately researched, supported and executed in compliance with the client and MM requirements and is appropriately and securely filed and saved to SharePoint.
- Communicate with the team where any delays or issues arise with payment of invoices, release of required cash amounts, or other financial concerns.
- Work closely with the Programme Manager and Operations Officer, follow procedures to ensure financial probity and value for money in the procurement, use and maintenance of physical assets and the purchase and use of services. Benchmarking should be used to monitor and control fees.

Financial and Statutory Accounting

- Manage (or assist in the management of) the company's financial accounting and monitoring and reporting systems, helping develop financial management mechanisms that minimise financial risks to the programme and the company, including:
- Preparation of monthly balance sheet reconciliations as per agreed timetable and ensure differences are investigated and processed and resolved in good time.
- Liaise and maintain strong relations with external stakeholders e.g. KPMG, Standard Bank, Soficom, SESOMO, creditors, where necessary.
- Liaise with Company and project external auditors to ensure and facilitate the production of Audited Financial Statements, interpretation of statements, and respond to findings and follow-up actions.
- Assist the IDS UK Finance Management team during Statutory Audits, compilation of extended trial balance and supporting documents.

Note:

This job description reflects present requirements of the post. As duties and responsibilities change the job description will be reviewed and be subject to amendment in consultation with the post holder.

Special relationships and contacts

Establish and maintain good working relationships with the Team Leader, Project Manager and Technical team members, and the Operations team members with whom you will work closely on a day-to-day basis. Provide strategic financial advice to project senior management and co-ordination with MM Group Finance Teams in the UK to ensure that internal controls as well as MM finance policies are being implemented.

Required academic/professional qualifications, training and experience

- Bachelor's degree in Finance with at least 3 years of relevant experience or bachelor's degree in Business Management with at least 5 years of relevant experience
- Evidence of advanced Excel skills
- Experience with a small company accounts system such as Quickbooks/Sage

Essential competencies/skills

- Experience in working on the finances of complex programmes
- Experience in developing and implementing finance processes, policies and templates
- Understanding the concepts of due diligence, value for money and ethics and transparency
- Excellent written and spoken English and French
- A good communicator with strong relationship building skills, reliable and a team player
- Demonstrable ability to deliver to deadlines
- Pro-active to raise issues with management and resolve identified problems promptly

The following would be a plus:

- Knowledge of International Financial Reporting Standards/local statutory legislation OHADA
- Experience with an ERP (SAP, Oracle, Lawson)