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| **Job details** | | | |
| **Job title:** Finance & Administration Officer | | **Line Manager title:**  Country Director | |
| **Grade:** JG7 | | **Direct reports:** None | |
| **Department:** DRC Country Programme | | **Location:** Kinshasa, DRC | |
| **Job summary** | | | |
| The job holder has the overall responsibility of overseeing the financial and administration operations for the DRC Country Programme (DCP) and preparation of financial information and reports for the projects implemented in the portfolio. Among key responsibilities, the job holder will be expected to prepare specific financial reports in line with TMA corporate and donor requirements. Some of the ongoing donor funded programs are funded by the USAID Economic Recovery and Reform Activity (ERRA), the EU and the UK – Foreign, Commonwealth and Development office (FCDO).  As an officer responsible for finances and administration, main responsibilities will include developing and monitoring budgets, ensuring financial compliance internally and with external stakeholders, preparing accurate financial statements, and reporting on financial performance to the Country Director. The broader administrative functions include managing office supplies, overseeing offices located in Kinshasa and Goma, and coordinating and liaising with the corporate administration unit on staff needs.  The position requires strong analytical skills, proficiency in financial software, excellent organizational abilities, and effective communication skills. | | | |
| **Roles and responsibilities** | | | |
| * Preparation of periodic financial and management reports required for decision making in the management of the DRC programme. * Assist in the timely preparation of quarterly forecasts for effective mobilisation and spend for the programme. * Provide required support during both internal and external audits, for internal and/or external requirements, in collaboration with the corporate finance unit. * Management of Project Assets register in DRC including the creation of project assets, periodic review and   correction and preparation of project assets reports.   * Take on a coordination role to ensure that TMAs Cost policies are fully adhered to by DRC staff, and timesheets are submitted timely. * Drive the continuous improvement and development of financial reports in line with the set targets for programme delivery, and specifically in line with donor requirements and templates such as those of USAID as part of implementation requirements for the ERRA programme. * Manage office supplies and procurement while overseeing facilities to ensure a safe and efficient working environment in Kinshasa and Goma offices. * Coordinate and take a lead in ensuring that TMA administrative policies and procedures for office staff are fully adhered to and implemented timely. * Support the correspondences (receiving and distribution) as well as electronic and physical archiving of documents. * Support the Country Director in handling HR related responsibilities for the DRC programme. Liaise on behalf of staff on inquiries related to payroll administration, employee records, and benefits administration. * Support the Programme events in area of logistics, transport, per diem distribution, and bookings. * Support the Country Director to ensure compliance with grant management procedures and guidelines including appraisal, selection, implementation, reporting and closure.   **Compliance with TMAs Corporate Level Responsibilities:**   * Apply the highest standards of controls and risk management practices and behaviours and embed a   positive risk and control culture.   * Demonstrate prudence, sound judgement and appropriate and timely escalations in management of all   types of risk (including fraud risk) applicable to my role.   * Understand and comply with the relevant end–to–end processes including applicable risks and controls. * Seek to identify, understand and escalate risk events/incidents/ issues on a timely basis focusing on fixing   root–causes and taking ownership of identified mitigating actions.   * Complete all relevant mandatory trainings within the stipulated timeline. * Participate in regular informal and formal reflection, knowledge sharing and learning events. Document   lessons learned and best practices for knowledge sharing and learning.   * Promote and adhere to TMA’s core values and ensure compliance with organisational policies and   procedures.   * Maintain zero tolerance to bribery, fraud and corruption, and ensure the immediate reporting of any   corruption or suspect behaviour that threatens TMA’s reputation.   * Adhere to the safeguarding policies and procedures and immediately report any safeguarding concerns. * Provide Corporate Resources support to the country office. * Any other related responsibilities that may be assigned by the line manager from time to time. * Collaborate with communication unit to shape and monitor the programmes communication plan in line with TMA’s Corporate Communication Strategy and business plan, and visibility commitments to funding agencies. * Effectively communicate programme progress and results to internal and external stakeholders and support in delivery of high-quality outputs to ensure that TMA’s mission and vision are well communicated to investors and stakeholders, and that TMA’s work motivates and inspires donors, implementing partners and other stakeholders. * Work closely with other functions including the Corporate Affairs and Fundraising, Results and Impact, CEO’s office, Regional Outcome areas to ensure that external communications are developed with maximum impact and delivered against the results calendar and corporate strategy guiding work across the programme area and the organisation. * The job holder may from time to time be required to provide support to TradeMark Africa's wholly owned subsidiary, Trade Catalyst Africa, as would be communicated by your line manager. When this happens, the specific task(s) will be reflected in your OKR and assigned to a relevant task(s) manager. | | | |
| **Organisational positioning** | | | |
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| **Academic and professional qualifications** | | | |
| * An undergraduate degree or postgraduate degree preferably a Bachelor of Commerce in accounting or   Finance plus five years’ relevant experience; and   * Certified Public Accountant (CPA) or Association of Chartered Certified Accountants (ACCA) or equivalent professional accounting qualification. | | | |
| **Work experience** | | | |
| * For undergraduate degree holders, at least five years of progressive work experience and for a postgraduate degree, at least three years of relevant work experience in a busy accounts department. * Hands–on experience in the use of relevant accounting and MS Office applications, preparation of financial statements and management reports. * Knowledge of accounting, auditing, financial forecasting and budgeting principles and practices. | | | |
| **Technical skills and behavioural competencies** | | | |
| * Communicating effectively, both verbally and in writing in French and English is a requirement. * Good Planning and Organizational skills * Highly analytical, organized, conscientious, with high attention to detail * Ability to work under pressure and with various teams | | | |
| **Risks associated with the position** | | | |
| * Risk of misstated financial reports leading to wrong decisions being made by the users of those reports. * DRC Programme is rated high risk. The ideal candidate will be requested to travel to other regions out of Kinshasa/DRC but subject to risk assessment. Linked to donor funding to the DRC Country Programme and other supplemental funding, the position is therefore subject to funding availability. | | | |
| **Sign off** | | | |
| Job holder name: | Signature: | | Date: |
| Line Manager name: | Signature: | | Date: |
| Counter-signing Quality Assuror (CQA) name: | Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | Date: \_\_\_\_\_\_\_\_\_\_\_\_\_ |