

Roving Finance Controller

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Company: Fuzu

Location: Nairobi

Category: other-general

Job Summary

Contract Type:

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Job Overview:

Upon request, the Roving Finance Controller provides technical assistance to field programs and staff in matters of financial processes & procedures and will therefore be deployed to IRC field offices in various countries on a temporary basis. This position includes constant international travel to developing countries and requires high flexibility in terms of physical movement from country to country and duration of assignments.

Job Requirements: Work Experience:

Minimum 6 years of progressive NGO accounting experience in an international development environment

Bachelor's Degree in Accounting, Finance, or Business Administration; Master's Degree a plus

Demonstrated Skills and Competencies:

Fluency in English and Spanish is required. Additional fluency in French is a plus

Ability and willingness to travel to different Country Programs as needs arise

Detailed knowledge of fund accounting, procurement and financial management of USAID and UN cooperative agreements

Ability to present sophisticated financial information in a succinct and compelling manner, and to solve complex matters through the use of analyses, data-sharing, and cooperation

Preferred experience & skills:

Professional finance certification is highly desirable (e.g. CPA/CA)

Experience within a humanitarian emergency setting is highly desirable

Knowledge of US Government, European Union, and United Nations donor reporting regulations highly desirable

Previous work experience with a major general ledger software package – experience with MS D365 preferred

Highly reliable and flexible approach to professional responsibilities: the ability to change course at a moment's notice yet remain focused and productive, as well as the ability to work independently and as part of a team

Excellent communication, interpersonal, and diplomatic skills: the ability to effectively liaise with colleagues in diverse multicultural environments

Solid organizational skills: the ability to be productive under pressure in a fast-paced team environment

Strong digital literacy: facility with MS Word, Excel, various accounting software, and email/internet software

Demonstrated ability to thrive in a matrix management environment

Responsibilities

Major Responsibilities:

Temporarily assume the position of the country or program office's Deputy Director Finance until permanent staff can be identified and trained (including); Closely monitors financial activities and advises the Country Director on the financial performance of the office, issues with internal controls or financial management

Ensures monthly balance sheet reconciliations are completed on a timely basis

Manages the finance department activities and schedules to meet the financial reporting requirements and deadlines specified by headquarters and donors

Ensures in-country internal control reviews of operations are regularly undertaken

Facilitates external, internal, donor or government audits

Maintains current knowledge of local government requirements related to finance and complies with tax and other legal requirements

Deploy to country or program offices to act as a surge finance staff, lead budget developments, and contribute to other financial activities as needed
Oversee the preparation and revision of grant proposal budgets; supports programs with guidance on costing and inputs in creating budgets for submission

Prepares and maintains the country's annual operating budget; ensures cost coverage for in-country operating costs and updates the operating budget regularly

Presents and facilitates the review of actual to budget expenditures with the Country Director and program managers

Assist field offices with onboarding for the new Deputy Director of Finance and/or Finance Manager as required

Provide training and support to financial and non-financial staff regarding IRC financial procedures and internal controls

Work with the Regional Finance Directors, Deputy Director Finance and Country Director to develop the job descriptions and Terms of Reference (TOR) of various finance field positions

Meet with the respective Country Director and Deputy Director, Finance at the beginning and end of each assignment to discuss terms of reference and the outcome of the deployment

Assist with the rollout of IRC's new ERP system

Maintain up-to-date knowledge of changes in IRC financial policy and financial systems

Assist HQ finance with other duties as required

Key Working Relationships:

Position Reports to: Associate Controller, Program Finance and Country Director (when Deployed)

Position directly supervises:None

Indirect Reporting:

Other Internal and/or external contacts:

Internal: Regional Finance Director, Deputy Director Finance, Regional VP, Country Director when deployed

External:Donor if applicable

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