

## **Senior Finance and Operations Manager**

### **About the Role:**

We are seeking a skilled and experienced Finance and Operations Manager to lead our financial operations. As a Finance and Ops Manager, you will be instrumental in driving financial strategy, ensuring compliance and providing strategic guidance to management.

We are seeking a proactive candidate with a strong inclination towards collaboration, and the capacity to provide recommendations in a dynamic setting. Moreover, we are in search of a team player who possesses leadership experience and is prepared to assume responsibility for the position, enhance execution, and establish standardized processes.

### **Responsibilities:**

- Financial Record Management: Perform all basic accounting procedures, compliance of financial records, transactions and documentation, financial statement preparation, month end closing, journal entries and general ledger maintenance, and prepare supporting schedules for financial statements preparation
- Financial Reporting: Prepare and present comprehensive financial reports, including donor grant reports.
- Budgeting and Forecasting: Create and monitor annual budgets and forecasts, providing regular updates to management.
- Financial Planning: Maintain financial policies and procedures to ensure regulatory compliance and best practices.
- Strategic Insights: Analyse financial data and provide strategic insights and recommendations to support decision-making.
- Risk Management: Manage risk through insurance.
- Serve as the organisation's liaison with auditors (annual financial audits).
- Ensure all active grants are covered by valid, binding contracts.

### **Requirements:**

- Bachelor's degree in finance, Accounting, or related field;
- Minimum of 5 years of experience in financial management, with experience in grant reporting to donors.
- Strong knowledge of accounting principles, and regulatory requirements.
- Excellent analytical, communication and leadership skills.
- Proven track record of success in financial management and strategic planning.
- Advanced proficiency in financial software and MS Office (Excel, and Word)